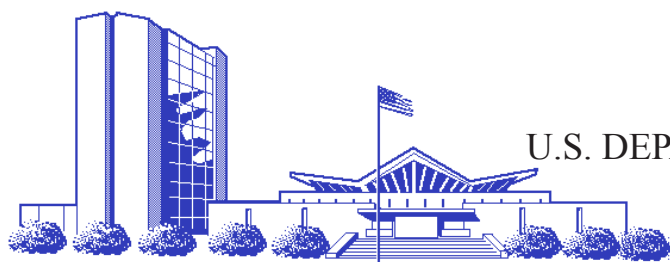


# National Library of Medicine Recommended Formats for Bibliographic Citation



U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service  
National Institutes of Health



# **NATIONAL LIBRARY OF MEDICINE RECOMMENDED FORMATS FOR BIBLIOGRAPHIC CITATION**

April 1991

Karen Patrias, M.L.S.

**U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**  
Public Health Service  
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Reference Section  
Bethesda, MD 20894

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## FOREWORD

We at the National Library of Medicine have been asked many times by editors, librarians, and others for detailed information about recommended formats for journal article citations. Over the years many editors have adopted or modified the *Index Medicus* citation format for use in their publications, since authors often obtained citations from that source. It is, however, difficult to find in the *Index Medicus* examples of citations to less commonly encountered works, for example, to an unnumbered supplement or to an article in a journal not paginated sequentially throughout the volume.

Moreover, although the vast majority of citations found in *Index Medicus* are to journal articles, editors have asked us for guidance about the many other published and unpublished materials that authors cite. How does one cite a computer program or a videodisc? What is the editor to do when the author cites an E-mail communication?

We appreciate the many queries and suggestions we receive concerning *Index Medicus* citation format. We are frequently urged, for example, to include periods in the journal title abbreviations. Unfortunately, adding these dots of ink would add several pages to each monthly issue. Others have debated the comparative utility of a semicolon over a colon in citations.

Not every user of this volume is interested in the arcana of citation punctuation; most want only to know what is required in order to submit an acceptable manuscript. Librarians, editors, and authors will find this volume to be an indispensable adjunct to the "instructions to authors" published by many journals.

Lois Ann Colaianni  
May 14, 1991



## INTRODUCTION

This publication has been produced to provide assistance to authors in compiling lists of references for their publications, to editors in revising such lists, and to librarians and others in formatting bibliographic citations. Formats for fourteen categories of published and unpublished material are covered. The list of types of materials to be included was drawn up with the assistance of the International Committee of Medical Journal Editors and therefore consists of those types the Committee members feel would be most frequently encountered by the biomedical community and/or would be more difficult to cite. It is not an exhaustive list; a number of types have been omitted, most notably music and art works. The National Library of Medicine (NLM) would welcome recommendations for the inclusion of other types in future editions.

It is not the purpose of the National Library of Medicine to create a new bibliographic standard with this publication, but rather to apply existing standards to biomedical material. NLM is an active member of the National Information Standards Organization, and its various published standards have been adopted for the production of the Library's premier publication, *Index Medicus*, and its companion database, MEDLINE. This publication thus also serves to document the Library's rules for the structure of the journal citations used in these two products.

### Structure

For a bibliographic citation or reference to each type of material discussed, answers to the following three questions are provided:

- What bibliographic elements (i.e., author, title, etc.) should be present?
- What order or sequence should these elements follow?
- What punctuation should be employed within the elements and to separate them?

In answering these questions, three major sources have been utilized: the *MEDLARS Indexing Manual* of the National Library of Medicine (NLM), the *American National Standard for Bibliographic References* of the National Information Standards Organization (NISO), and *Documentation - Bibliographic References - Content, Form and Structure* of the International Organization for Standardization (ISO). Citations for these sources as well as others consulted appear in Appendix A. In applying these three standards, the *MEDLARS Indexing Manual* has been given preference. The NLM format as shown in this publication follows NISO in principle, but certain deviations have been made, primarily in the interest in saving space in the Library's publications. Those familiar with the *Manual* are aware that its scope is limited to journal articles. However, if a precedent has been established by the *Manual*, as for example with pagination and dates, this precedent has been carried over into the other types of bibliographic material. If no precedent is available, then the NISO and ISO standards have been followed. The NISO standard was issued in 1977 and the ISO standard in 1987. In the case of an apparent conflict between these two standards, the NISO one has been followed unless it is clear that ISO is utilizing more up-to-date practices. When none of these standards appeared to be applicable (as with computer files which are not covered by NLM and ISO, and NISO's is very dated), then a new format was created.

Within this publication, for each type of material the elements have been listed in the order or sequence of appearance within the citation. Each element has been designated as either "R" or "O",

indicating if it is a "required" or an "optional" part of a citation. "Required" elements are those necessary to uniquely identify an item; "optional" items provide the reader with additional information to assist in locating the item and/or deciding if it is worthwhile to obtain the item. An example of the latter function is the optional element "pagination" for monographs. The length of a book usually can provide some indication of the coverage of the subject. Following the name of each element is a paragraph indicating the recommended format that should be used. For example, the author element states that personal names are listed surname first. In addition, for some materials such as patents and reports which might not be as familiar to the reader, some explanatory material about the element has also been included. Every attempt has been made to enable each chapter representing a type of material to stand on its own without consultation of other chapters. However, an understanding gained by familiarization with all the chapters would no doubt prove useful.

The presentation of each type of material ends with a series of examples that illustrate the format, including recommended punctuation. With a few minor exceptions, these examples represent actual publications. They have been chosen to illustrate application of the formats and their selection does not constitute an endorsement of any publisher or other organization or product by the NLM. No attempt has been made to be exhaustive in listing all of the possible variations that might be encountered with the materials discussed; rather, the most frequently found or the more difficult forms have been presented. The NLM recognizes that the user may wish to employ typography, i.e., the use of italics, underlining, boldface, etc., to clearly delineate parts of citations. The Library does this with *Index Medicus*, in which bold type is used to highlight journal titles in the subject section and authors' names in the author section. However, recommendations for typography are not a part of this publication, and thus the user may adopt whatever convention is desired. Note also that all diacritical marks have been removed from the sample citations, simply to make production of this publication easier.

Appendix B contains a list of abbreviations of English words frequently used in bibliographic citations, extracted from the relevant ISO standard. Part 1 consists of abbreviations of words used in journal titles. The reader will find NLM's *List of Journals Indexed in Index Medicus* the easiest source to use for journal title abbreviations. However, for those who do not have this publication or for those titles not listed there, this list plus the instructions given by Arenales and Sinn (see Appendix A) will enable the user to construct many title abbreviations correctly. Part 2 lists the abbreviations of many other words that may be used in writing a citation, primarily in the Publisher and Notes elements.

## Use

It was the Library's intention that this publication should be written in such a manner that it could be applied by those with no particular expertise in bibliography. In utilizing it to format citations, it is recommended that the individual using it should have the actual physical item at hand, although it is recognized that many readers, including editors and librarians, will be dealing with second-hand material. In assembling the various pieces of information needed to construct a citation, the user should consult the following locations in the order presented:

### ● for printed material

1. the title page
2. the back of the title page (the "verso") or the masthead of a journal or newspaper
3. the cover
4. elsewhere in the item

- for non-print material (audiovisuals, electronic formats)

1. the opening screen(s)
2. accompanying manuals or guides

Finally, although this publication permits a number of variations in format, the user should be consistent in applying it throughout a list of references. For example, if authors' full first names are used instead of initials in one citation, they should be used in all citations. The user may also wish to consider any application of the citations being formatted. For example, this guide permits the publisher's name to be given in an abbreviated form if the author and publisher are the same. Thus if the "University of Virginia" is the author, it may be abbreviated to "The University" as publisher. However, if the user is formatting citations for a database in which the name of the publisher will be searchable, it may be advisable to give the name in full in both instances.

The NLM invites comments and suggestions on the formats presented in this publication and their usefulness.



# Journals





## I. JOURNALS

### A. Journal Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials; names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification may follow the title in brackets, as "[editorial]"
O	Retraction Statement	If a journal article contains a notice of retraction or is later retracted, this information if known may follow the title, in brackets, as "[Retraction of Smith AB, Jones CD. In: J Am Med 1990 Jan 2;234(1):123-4]" or "[Retracted by James AB, Carter RE. In: Br J Med 1990 Feb;23(2):234-5]"; see the elements given below for the recommended format for the journal title and other parts of the retraction statement

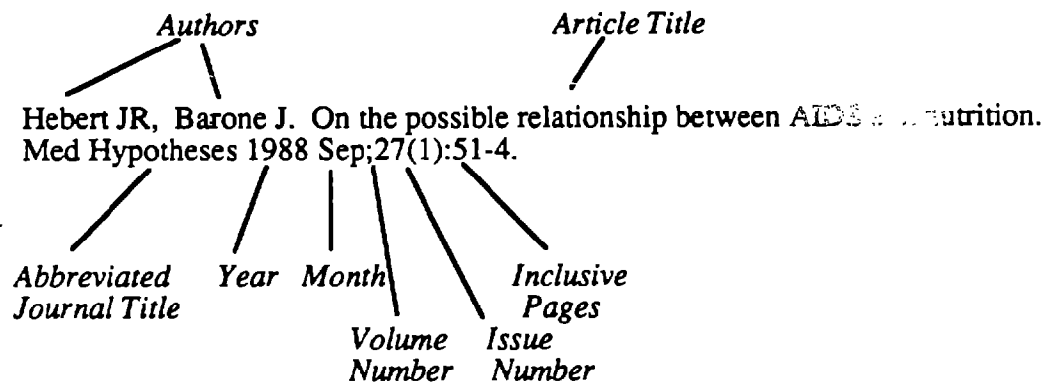
R	Journal Title	Journal titles are given in their original language; titles appearing in non-roman alphabets are romanized; all significant words in titles are capitalized; titles may be abbreviated according to the <i>List of Journals Indexed in Index Medicus</i> ; if the title does not appear in <i>LJI</i> , words in titles and selection of words to abbreviate are taken according to ISO 4 and ANSI Z39.5 standards (see Appendix A)
R	Type of Medium	If the journal is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; see Chapter XI.C. for journal articles in audiovisual formats and XII. C. for articles in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, surrounded by parentheses, as "(British Edition)"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized; names of editions may be abbreviated according to ISO 4 (see Appendix A), as "(Br Ed)"
R	Date of Publication	The year, month, and day of publication are given; a single year is written in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not National Library of Medicine practice, but the month and day may be omitted if the journal uses continuous pagination throughout a volume
R	Volume Number	Given in arabic numbers only; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"
R	Issue Number	Given in arabic numbers only; e.g., convert "IV" or "Fourth" to "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the journal uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Inclusive pages on which the article appears; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for

		Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained, as "XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows; if no page numbers appear, the total number of pages of the article is given in brackets, as "[14 p.]"
R	Numeration of Part	If a part of a journal article is being referenced, such as a figure, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Appendix 1" or "Table 3"
R	Title of Part	If a part of a journal article being cited has a title, the title of the part is given following the numeration, as "Table 3, Disease outbreaks in 1989" ; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxxi-xxvii"
O	Physical Description	If the journal is published in microform, information about the location of the article on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: color, 2 x 4 in."; if the entire issue or volume is contained on one microform, its characteristics are described, as "1 reel: black & white, 35 mm."
O	Language	May be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as if the article was written in celebration of a specific occasion

---

Application of this format, including recommended punctuation, is illustrated on the following pages.

## **SAMPLE CITATION FOR A JOURNAL ARTICLE:**



## EXAMPLES FOR JOURNAL ARTICLES:

### 1. Standard journal article (list all authors when 10 or less) -

You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980 Aug;79(2):311-4.

### 2. Article with more than 10 authors (list the first 10 and add et al.) -

Bedford CD, Harris RN 3d, Howd RA, Goff DA, Koolpe GA, Petesch M, Miller A, Nolen HW 3d, Musallam HA, Pick RO, et al. Quaternary salts of 2-[hydroxyimino)methyl]imidazole. *J Med Chem* 1989 Feb;32(2):493-503.

### 3. Organization as author -

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977 Oct 8;2(8041):742-4.

### 4. No author given -

Indoor air pollution in developing countries [editorial]. *Lancet* 1990 Dec 22-29;336(8730):1548.

### 5. Author affiliation included (affiliation of all authors or only the first may be given) -

Lidz CW (Dept. of Psychiatry, Univ. of Pittsburgh, Pittsburgh, PA), Lewis SH (Dept. of Psychology, Yale Univ., New Haven, CT), Gould LC (Dept. of Psychiatry, Yale Univ., New Haven, CT). Heroin maintenance and heroin control. *Int J Addict* 1972;10(1):35-52.

Wishart J (Dept. of Medicine, Royal Adelaide Hospital, South Australia), Horowitz M, Need A, Nordin BE. Relationship between forearm and vertebral mineral density in postmenopausal women with primary hyperparathyroidism. *Arch Int Med* 1990 Jun;150(6):1329-31.

### 6. Article in a language other than English

#### - in a roman alphabet

Massone L, Borghi S, Pestarino A, Piccini R, Gambini C. Localisations palmaires purpuriques de la dermatite herpétiforme [Purpuric palmar sites of dermatitis herpetiformis]. *Ann Dermatol Venerol* 1987;114(12):1545-7. (Fre).

#### - in a non-roman alphabet

Koplatadze AM, Bondarev IuA. Lechenie ostrykh anal'nykh treshchin [Treatment of acute renal fissures]. *Vestn Khir* 1990 Jan;144(1):110-2. (Rus).

Taguchi H. [Immunologic deficiency in HTLV-I infection]. *Rinsho Kitsueki* 1989 Oct;30(10):1751-4. (Jpn).

### 7. Type of article indicated as needed -

Spargo PM, Manners JM. DDAVP and open heart surgery [letter]. *Anaesthesia* 1989 Apr;44(4):363-4.

Alberts ME. Immunization [editorial]. *Iowa Med* 1989 Oct;79(10):489.

**8. Article containing retraction -**

Shishido A. Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: Jpn J Med Sci Biol 1979 Apr;32(2):53-65]. Jpn J Med Sci Biol 1980 Aug;33(4):235-7.

Leist TP, Zinkernagel RM. Effects of treatment with IL-2 receptor specific monoclonal antibody in mice [letter] [Retraction of Leist TP, Kohler M, Eppler M, Zinkernagel RM. In: J Immunol 1989 Jul 15; 143(2):628-32]. J Immunol 1990 Apr 1;144(7):2847.

**9. Article retracted -**

Alsabti EA, Ghalib ON, Salem MH. Effect of platinum compounds on murine lymphocyte mitogenesis [Retracted by Shishido A. In: Jpn J Med Sci Biol 1980 Aug;33(4):235-7]. Jpn J Med Sci Biol 1979 Apr; 32(2):53-65.

Tidy JA, Parry GC, Ward P, Coleman DV, Peto J, Malcolm AD, Farrell PJ. High rate of papillomavirus type 16 infection in cytologically normal cervixes [letter] [Retracted by Tidy J, Farrell PJ. In: Lancet 1989 Dec 23-30;2(8678-8679):1535]. Lancet 1989 Feb 25;1(8635):434.

**10. Journal title with edition -**

Freeman NJ, Kirdar JA. An unusual manifestation of a common illness in the elderly. Hosp Pract (Off Ed) 1990 Nov 15;25(11):91-4.

Allen CP, Calvert PT. Simultaneous upper femoral epiphysis in identical twins. J Bone Joint Surg (Br Vol) 1990 Sep;72(5):928-9.

**11. Article in microform -**

Webster RC, Davidson TM, Smith RC, Anderson JR, Berman WE, Beyer CK, Dupin CL, Feldstein N, Johnson CM, Kelleher RE, et al. Cosmetic blepharoplasty evaluation. Aesthetic Reconstr Plast Surg [microfiche] 1976 Apr;3(2):1-120. 1 microfiche: color, 4 x 6 in.

**12. Year or volume with special number -**

Egawa S. [Hyperthermic therapy of cancer]. Gan No Rinsho 1989 Jan;Spec No:34-41. (Jpn).

Auriacombe L, Pedroni E, Kachaner J, Mandel C, Sidi D. Aptitude au sport des enfants de coarctation de l'aorte [Aptitude for sports in children operated on for aortic coarctation]. Arch Mal Coeur 1989 Aug;82 Spec No 2:13-6. (Fre).

**13. Volume with supplement -**

Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. Pharm Res Commun 1988 Dec;20 Suppl 5:75-8.

Black HR. Evaluation of the elderly hypertensive. Geriatrics 1989 Oct;44 Suppl B:15-9.

**14. Issue with supplement -**

Hoyme HE, Jones KL, Dixon SD, Jewett T, Hanson JW, Robinson LK, Small ME, Allanson J. Maternal cocaine use and fetal vascular disruption [abstract]. *Am J Hum Genet* 1988;43(3 Suppl):A56.

Gardos G, Cole JO, Haskell D, Marby D, Paine SS, Moore P. The natural history of tardive dyskinesia. *J Clin Psychopharmacol* 1988 Aug;8(4 Suppl):31S-37S.

Ferriero DM, Wong DF, Townsend R, Simon RP. Neurologic complications in infants of cocaine-abusing mothers [abstract]. *Neurology* 1988;38(3 Suppl 1):163.

**15. Volume with parts -**

Hanly C. Metaphysics and innateness: a psychoanalytic perspective. *Int J Psychoanal* 1988;69(Pt 3):89-99.

**16. Issue with parts -**

Edwards L, Meyskens F, Levine N. Effect of oral isotretinoin on dysplastic nevi. *J Am Acad Dermatol* 1989 Feb;20(2 Pt 1):257-60.

**17. Volume number in a new series -**

Dana WJ. Colorectal cancer: detection, prevention, and therapeutics. *Am Pharm* 1988 Jun;NS28(6):58-62.

**18. Issue with no volume -**

Baumeister AA. Origins and control of stereotyped movements. *Monogr Am Assoc Ment Defic* 1978;(3):353-84.

**19. Multiple issue numbers -**

Fava GN, Wise TN. Recommendations for clinical studies in psychosomatic medicine. *Psychother Psychosom* 1987;47(3-4):139-42.

**20. No issue or volume -**

Danoek K. Skiing in and through the history of medicine. *Nord Medicinhist Arsb* 1982:86-100.

**21. Season included with date -**

Fabdetti DV, Golsmeier J. Social workers as culture mediators in health care settings. *Health Soc Work* 1988 Summer;13(3):171-9.

Beninger RJ, Hoffman DC, Mazurski EJ. Receptor subtype-specific dopaminergic agents and conditioned behavior. *Neurosci Biobehav Rev* 1989 Summer-Fall;13(2-3):113-22.

**22. Multiple years, months in date -**

Shibbal CS, Lipinska SD. Alzheimer's educational/support group: considerations for success. *J Gerontol Soc Work* 1985-86;9(2):41-8.

Stewart-Dedmon M. Strain and strategy. *Nurs Times* 1988 Apr 27-May 3;84(17):38-41.

Garvia EE, DeHaven ED. An experimental analysis of response acquisition and elimination with positive reinforcers. *Behav Neuropsychiatry* 1975 Apr-1976 Mar;7(1-12):71-8.

**23. Page numbers with letters -**

Adam D, Prauer H, Sorgel F, Zurcher J. Enoxacin-Konzentrationen im Lungengewebe [Enoxacin concentrations in lung tissue]. *Infection* 1989;17 Suppl 1:S21-2. (Ger).

Dougherty RJ. Cocaine facts and fantasies. *U S Pharm* 1989;14(3):H16, H19-20.

Goodnight SH Jr. The vascular effects of omega-3 fatty acids. *J Invest Dermatol* 1989 Aug;93(2 Suppl):102S-106S.

**24. Page numbers in roman numerals -**

Ronne Y. Ansvarsfall. Blodtransfusion till fel patient [Liability case. Blood transfusion to the wrong patient]. *Vardfacket* 1989 Jan 26;13(2):XXVI-XXVII. (Swe).

**25. Discontinuous pagination (include up to three groupings; if more than three, add passim) -**

Boissoneau R, Schwahn BM. Participatory management. Its evolution, current usage. *AORN J* 1989 Nov;50(5):1079, 1082-4, 1086.

Robinson BE. Dementia: a three-pronged strategy for primary care. *Geriatrics* 1986 Feb;41(2):75-7, 81, 84 passim.

**26. No page numbers given -**

The humane care and use of animals: statement of journal policy. *Int J Neurosci* 1988 Oct;42(3-4):[1 p.].

**27. Part of an article -**

Franklin PD, Panzer RJ, Brideau LP, Griner PF. Innovations in clinical practice through hospital-funded grants. *Academic Med* 1990 Jun;65(6):355-60. Figure 1, Cost and net annual savings per study; p. 358.

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The following citation formats are not National Library of Medicine (NLM) practice, but are acceptable options:

**28. The full first name of authors may be given -**

Zevon, Michael A.; Donnelly, James P.; Starkey, Elizabeth A. Stress and coping relationships in the medical environment: a natural experiment. *J Psychosoc Oncol* 1990;8(1):65-77.



- 29. If space is a consideration, only the first three authors may be listed, followed by et al. -**

Bedford CD, Harris RN 3d, Howd RA, et al. Quaternary salts of 2-[(hydroxyimino)methyl]imidazole. J Med Chem 1989 Feb;32(2):493-503.

- 30. If the journal uses continuous pagination throughout a volume, the month and issue number may be omitted -**

You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980;79:311-4

- 31. To help reduce the physical size of *Index Medicus* and its other publications, the NLM has chosen to eliminate blank spaces and punctuation whenever possible, to eliminate repeating page numbers, and to abbreviate journal titles and the names of months. These may be retained -**

Schofield A. The CAGE questionnaire and psychological health. Br. J. Addict. 1988 Jul.; 83(7): 761-764.

Schofield A. The CAGE questionnaire and psychological health. British Journal of Addiction. 1988 July; 83(7): 761-764.

- 32. For the purposes of a particular list of references, the title may be given first -**

The CAGE questionnaire and psychological health. Schofield A. Br J Addict 1988 Jul;83(7):761-4.

- 33. The date may be entered at the end of the citation -**

Schofield A. The CAGE questionnaire and psychological health. Br J Addict 83(7):761-4; 1988 Jul.



## **I. JOURNALS**

### **B. Special Issues of Journals**

Special issues are frequently published to present the papers from conferences, often the conference of the society or association which publishes the journal. They may also be published to commemorate a specific event or to bring together papers on a specific subject. Many of these special issues are also separately published as monographs. These issues, then, may be cited as either journal articles or monographs. Examples of both forms of citation are given below. For more detail, *see also* Chapter I.A. Journal Articles, Chapter II. Books, and Chapter III. Conference Publications.

#### **EXAMPLES:**

##### **1. To present a conference**

###### **- As a journal article**

IADR/AADR council proceedings: 56th general session, 1978 and divisional abstracts, 1979. *J Dent Res* 1979 Apr;58 Spec No C:1161-303.

###### **- As a monograph**

International Association for Dental Research; American Association for Dental Research. IADR/AADR council proceedings: 56th general session, 1978 and divisional abstracts, 1979. Washington: IADR; 1979. [242p.] (Journal of dental research; vol. 58, special issue C).

##### **2. To present a special subject**

###### **- As a journal article**

Medical history in South Carolina: special issue. *J S C Med Assoc* 1979 Jun;75(6):251-304.

Potential therapeutic uses of interleukin-1. *Biotherapy* 1989;1(4):245-389.

###### **- As a monograph**

South Carolina Medical Association. Medical history in South Carolina. Columbia: The Association; 1979. [53p.] (Journal of the South Carolina Medical Association; vol. 75, no. 6).

Dinareello, Charles A.; Neta, Ruth, quest editors. Special issue: potential therapeutic uses of interleukin-1. Boston: Kluwer; 1989. [144p.] (Biotherapy; vol. 1, no. 4).



## I. JOURNALS

### C. Journal Titles

R/O	Elements (in order of appearance)	Format:
R	Title of the Journal	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are written out in full, without abbreviation, as "American Journal of Clinical Nutrition"
R	Type of Medium	If a journal is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; (see Chapter XI.B. for journals on audiocassette and other audiovisual media and Chapter XII.C. for journals in electronic formats)
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated, as "American Edition" or "Clinical Research Edition"; names of editions appearing in non-roman alphabets are romanized
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wein"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the journal; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in a shortened form, as "Wiley" for "John Wiley and Sons"; common words such as "Association" and "Company" may be abbreviated, as "Assn." and "Co."; if the organization name is given in the journal title, it may be abbreviated here, e.g., if the title is "Journal of the Indiana Dental Association", it may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The beginning and ending dates during which the journal was published, including the volume and issue number if present, as "Vol. 1, 1956 - Vol. 30, 1986" or "Vol. 1, No. 1, Jan 1980 - Vol.

10, No. 12, Dec 1990"; if the journal is still being published, the beginning date is followed by a dash, as "Vol. 4, 1990- "; English names are used for months; names of months may be abbreviated to the first 3 letters

- |   |                          |  |
|---|--------------------------|--|
| O | Frequency of Publication | The time period between issuance, as "weekly" or "monthly"   |
| O | Physical Description     | If the journal is published in microform, information about the physical description of the journal may be included here; if the journal has ceased publication or if only a portion of the journal is available on microform, the total number of pieces and their description may be given, as "36 reels: 35 mm."; if the journal is still being published, the description of each issue or part may be given, as "2 microfiche: 4 x 6 in." |
| O | Accompanying Material    | If the journal is published in a microform and is accompanied by such items as printed guides, information about the accompaniment may be given here, followed by the words "Accompanied by:", as "Accompanied by: 1 audiocassette; 1 printed guide"   |
| O | Language                 | Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)   |
| O | Notes                    | Useful information such as the publishing history of the journal may be given here, particularly information on any changes in the title, as "Continued by: American Journal of Sports Medicine" or "Continues: Archives of Biochemistry"  |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A JOURNAL TITLE:**

*Journal  
Title*  
American Journal of Sports Medicine. Sports Medicine. Vol. 4, 1976 - .  
*Volume  
Number*      *Year*

*Place of  
Publication*  
Columbus (GA):

*Publisher*  
American Orthopaedic Society for

## **EXAMPLES FOR JOURNAL TITLES:**

### **1. Journal title currently being published**

#### **- standard citation**

American Journal of Sports Medicine. Columbus (GA): American Orthopaedic Society for Sports Medicine. Vol. 4, 1976- .

#### **- citation with optional information**

American Journal of Sports Medicine. Columbus (GA): American Orthopaedic Society for Sports Medicine. Vol. 4, 1976- . Bimonthly. Continues: Journal of Sports Medicine.

### **2. Journal title that has ceased publication -**

Journal of Sports Medicine. Baltimore (MD): American Orthopaedic Society for Sports Medicine. Vol. 1, 1972 - Vol. 3, 1975. Continued by: American Journal of Sports Medicine.

A and C Medical Challenge. Chicago: Didactic, Inc. Vol. 4, Jan 1972 - Vol. 5, No. 9, Sep 1973. Continued by: Medical Challenge.

### **3. Journal title with subtitle -**

JAMA: the Journal of the American Medical Association. Chicago: The Association. Vol. 173, No. 9, 1960- .

### **4. Journal title with edition -**

BMJ. British Medical Journal. Clinical Research Edition. London: British Medical Association. Vol. 297, No. 6640, Jul 2 1988 - . Weekly. Continues: British Medical Journal. Clinical Research Edition.

Hospital Practice. Office Edition. New York: H P Publishing Co. Vol. 16, No. 1, Jan 1981- . 18/year.

Journal of the American Pharmaceutical Association. Practical Pharmacy Edition. Baltimore (MD): The Association. Vol. 1, Jan 1940 - Vol. 21, Dec 1960.

### **5. Supplement to a journal title -**

Journal of Internal Medicine. Supplement. Oxford (England): Blackwell Scientific. Vol. 731, 1989- .

### **6. Journal title publisher with subsidiary division given -**

AIDS Bibliography. Bethesda (MD): National Library of Medicine, Reference Section. Vol. 1, 1988- .

### **7. Journal title in a language other than English -**

Comptes Rendus de Therapeutique et de Pharmacologie Clinique. Saint-Cloud (France): Editions Marc Bancquart. Vol. 1, 1982- . Quarterly. (Fre).

Doklady Akademii Nauk S.S.S.R. Moscow: Akademii Nauk S.S.S.R. Vol. 1, 1933- . 36 times/year. (Rus).



Duodecim: Laakeijeteellinen Aikakauskirja. Helsinki: Finnish Medical Society. Vol. 1, 1885- . Semimonthly. (Fin).

Nippon Shokakibyō Gakkai Zasshi. Tokyo: Japanese Society of Gastroenterology. Vol. 1, 1902- . (Jpn).

**8. Journal published in multiple languages -**

Biochimica et Biophysica Acta. Amsterdam: Elsevier. Vol. 1, 1947- . (Eng, Fre, Ger).

**9. Journal title in microform -**

Multi-Media Medicine [microfiche]. Philadelphia (PA): American College of Physicians. Unit 1, Sep 1979 - . Monthly. 2 microfiche: 105 x 148 mm. Accompanied by: 1 audiocassette; 1 printed guide. Continues: American College of Physicians Self Learning Series.

American College of Physicians Self Learning Series [microfiche]. Philadelphia (PA): American College of Physicians. Vol. 1, Jul 1976 - Vol. 3, Jun 1979. 36 microfiche: 105 x 148 mm. Continued by: Multi-Media Medicine.

Medical Economics [microfilm]. Woodbridge (CN): Research Publications, Inc. Vol. 1, 1923- . 35 mm.

International Microform Journal of Legal Medicine [microfilm]. Ann Arbor (MI): University Microfilms. Vol. 5, No. 1, Jan-Mar 1970 - Vol. 13, No. 4, Winter 1978. 36 reels: positive, 35 mm. (Eng, Fre, Ger, Ita). Continues: The International Microfilm Journal of Legal Medicine. Continued by: International Microform Journal of Legal Medicine and Forensic Sciences.



# Books



## II. BOOKS

### A. Entire Books

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Author(s)/Editors(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be added parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Titles are given in their original language; titles appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, <i>see</i> Chapter XII.D.
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.," "2nd ed.," "3rd ed.," "4th ed.," etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note

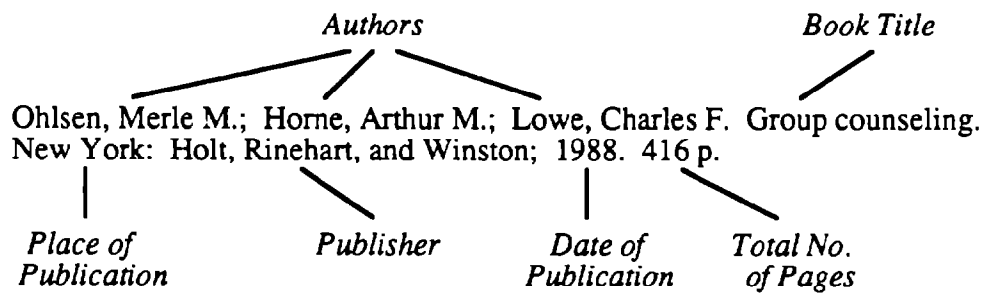
that an editor is placed here only when there is another person or organization serving as author

- |   |                      |   |
|---|----------------------|---|
| R | Place of Publication | The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets  |
| R | Publisher            | The firm or organization responsible for issuing the publication; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author <u>and</u> publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets |
| R | Date of Publication  | The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date is found in the book but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets   |
| O | Pagination           | Total number of pages of the publication (in arabic numbers) if it is contained in one volume, as "54 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages  |
| O | Physical Description | If the book is published in microform, information about the number of physical pieces and their characteristics may be given here, as "2 microfiche: 4 x 6 in."  |
| O | Series               | The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first  |

- word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
- O      Language      Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
- O      Notes      Supplementary information that would be useful to the reader may be placed here; this could include information about the sponsorship of the publication, any material such as an audiocassette which might accompany the book, the availability of the book if it resides in a private collection, etc.
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR AN ENTIRE BOOK:**





## **EXAMPLES FOR ENTIRE BOOKS:**

### **1. Authors with full first names given -**

Ohlsen, Merle M.; Horne, Arthur M.; Lowe, Charles F. Group counseling. New York: Holt, Rinehart, and Winston; 1988. 416 p.

### **2. Authors with optional initials -**

Ohlsen MM, Horne AM, Loew CF. Group counseling. New York: Holt, Rinehart, and Winston; 1988. 416 p.

### **3. More than three authors -**

Kiloh, Leslie G.; Smith, John S.; Johnson, Gordon F., et al. Physical treatment in psychiatry. Boston: Blackwell Scientific Pubs.; 1988. 478 p.

### **4. Editors -**

Diener, Hans-Christoph; Wilkinson, Marcia, editors. Drug-induced headache. New York: Springer-Verlag; 1988. 173 p.

### **5. Author(s) and editor(s)/translator(s) -**

Martin, Eric W. Hazards of medication. 2nd ed. Ruskin, Arthur; Napke, Edward; Alexander, Stewart F., et al., editors. Philadelphia: Lippincott; 1978. 686 p.

Grewe, Horst-Eberhard; Kremer, Karl. Atlas of surgical operations. Rotzscher, Volker M.; Zammit, Anthony, translators. Philadelphia: Saunders; 1980. 2 vols.

Richer, Paul M. Artistic anatomy. Hale, Robert B., translator and editor. New York: Watson-Guption; [1971]. 255 p.

Luzikov, Valentin N. Mitochondrial biogenesis and breakdown. Galkin, Alexander V., translator; Roodyn, Donald B., editor. New York: Consultants Bureau; 1985. 362 p. Translation of: Regulatsiia formirovaniia mitokhondrii.

### **6. Organization as author, with place added for clarity -**

Beth Israel Hospital (Boston). Obstetrical decision making. Philadelphia: B.C. Decker; 1987. 320 p.

### **7. Organization as author, with subsidiary department/division named -**

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

### **8. Organization as author which is also the publisher -**

Virginia Law Foundation. The medical and legal implications of AIDS. Charlottesville: The Foundation; 1987. 148 p.

**9. Organization name with translation following -**

Medicinska Forskningsradet [Medical Research Council] (Sweden). MFR och forskning om AIDS och HIV: oversyn och rekommendationer av medicinska forskningsradets AIDS-grupp [MFR and research on AIDS and HIV: overview and recommendations of the Medical Research Council's AIDS group]. Stockholm: The Council; 1988. 46 p. (Swe).

**10. Multiple organizations as authors -**

National Lawyers Guild AIDS Network; National Gay Rights Advocates. AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

**11. No authors or editors -**

Directory of AIDS resources in the metropolitan Washington, D.C. area. Washington: WTTG Television; 1988. 30 p.

**12. Title in a language other than English, with translation -**

Hartmeier, Winfried. Immobilisierte Biokatalysstoren [Immobilized biocatalysts]. Berlin: Springer-Verlag; 1988. 212 p. (Ger).

**13. Published with parallel text in two languages -**

Egloff, D.V. Chirurgie de la main: transferts libres par micro-anastomoses vasculaires et nerveuses = Surgery of the hand: free tissue transfers by nerve and vascular microanastomoses. Geneva: Editions Medecine et Hygiene; 1984. 146 p. (Fre, Eng).

**14. Edition -**

Colson, John H.; Armour, William J. Sports injuries and their treatment. 2nd rev. ed. London: S. Paul; 1986. 240 p.

Wicke, Lothar. Atlas of radiologic anatomy. 4th English ed. Taylor, Anna N., translator and editor. Munich: Urban & Schwarzenberg; 1987. 288 p. Translation of: Atlas der Rontgenanatomie.

Albers, Josef. Interaction of color. Rev. pocket ed. New Haven: Yale University Press; 1975. 81 p.

**15. Place of publication with geographic qualifier added for clarity -**

Bordelon, Luke. Surgical and conservative foot care. Thorofare (NJ): Stack; 1988. 185 p.

**16. No place of publication found -**

Mueller FO, Schindler RD. Annual survey of football injury research 1931-1985. [place unknown]: American Football Coaches Assn.; 1986. 24 p.

**17. Publisher with subsidiary department/division named -**

Allison, Margaret; Hubbard, Robert L.; Rachal, J.V. Treatment process in methadone, residential, and outpatient drug free programs. Rockville (MD): National Institute on Drug Abuse, Division of Clinical Research; 1985. 89 p.

**18. No publisher found -**

Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; 1971. (Ita).

**19. No date of publication found -**

Lederer, Jean. Alimentation et cancer. 3rd ed. Brussels: Nauwelaerts; [date unknown]. 315 p.

**20. No place, publisher, or date of publication found -**

Steriu D, Stefanoiu V. Terapia si combaterea zoonozelor parazitare. [place, publisher, date unknown]. 205 p.

**21. Published in more than one volume -**

Reinberg, Ellis L., editor. Leukocyte typing II. New York: Springer-Verlag; 1986. 3 vol.

**22. Series, with number given -**

Loewy, Erich H. Ethical dilemmas in modern medicine. Lewiston (NY): E. Mellen Press; 1986. 343 p. (Studies in health and human services; 8).

**23. Published also as a journal article -**

Fowler, Susan A.; Baer, Donald M.; Stolz, Stephanie B., guest editors. Self-management tactics for the developmentally disabled. New York: Pergamon Press; 1984. 133p. (Analysis and intervention in developmental disabilities; vol. 4, no. 2).

**24. Series, with editor -**

Gottschalk, Alexander; Hoffer, Paul B.; Potchen, E. James. Diagnostic nuclear medicine. 2nd ed. Baltimore: Williams & Wilkins; 1988. 2 vols. (Harris, John H., Jr., editor. Golden's diagnostic radiology series).

**25. Microform -**

Allen, William K. Lactate threshold in masters athletes as compared to young athletes [microfiche]. Eugene (OR): University of Oregon Microform Publications; 1983. 58p. 1 microfiche: 4 x 6 in.

Goldie, Sue. A calendar of letters of Florence Nightingale [microfiche]. Oxford (England): O.M.P.; 1977. 40 microfiche: 4 x 6 in.

Jewish Theological Seminary of America, Library. The history of science: a collection of manuscripts from the Library of the Jewish Theological Seminary of America [microfilm]. Ann Arbor (MI): University Microfilms International; 1980. 17 reels: 35 mm. (Heb).

Heath, D.F. Organophosphorus poisons: anticholinesterases and related compounds [microfilm]. Elmsford (NY): Microforms International, Inc.; 1961. 1 reel: 16 mm.

**26. Supplemental note -**

McRae, Jackie. AIDS, agencies and drug abuse: the Edinburgh experience. Norwich (England): Social Work Monographs; 1989. 40 p. Revised version of a dissertation originally submitted as part of an MSc. in applied social studies at Oxford University.



## II. BOOKS

### B. Parts of Books

These are separately identified parts of books, such as a volume, chapter, section, appendix, figure, chart, or graph, which have not been contributed by anyone other than the author(s)/editor(s) of the book itself. For parts of books which have been contributed by others, *see* section C. Contributions to Books.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	Author(s)/editor(s) of the book in which the part appears; the surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be added parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the book; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may be given following the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, <i>see</i> Chapter XII.D.
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.," "2nd ed.," "3rd ed.," "4th ed.," etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."

O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note that an editor is placed here <u>only</u> when there is another person or organization serving as author
R	Numeration of Part	If the part being referenced is one volume of a multivolume book, its number is given in arabic, as "Vol. 2."
R	Title of Part	If the volume has a title, it follows the volume number, as "Vol. 2, Immunology"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author <u>and</u> publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if the date is found from some other source than the book itself, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets

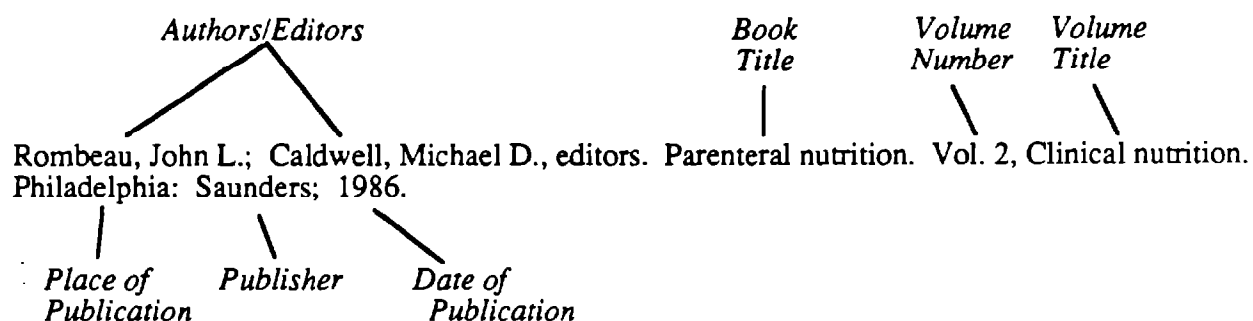
R	Numeration of Part	If the part being referenced is a chapter, section, appendix, figure, etc., it is identified as such with any accompanying number (given in arabic) or letter, as "Chapter 2", "Appendix B", or "Figure 10"; as an alternative, if page numbers are continuous throughout the publication, the inclusive pages of the part may be given instead, as "p. 130-45" for a chapter appearing on pages 130 to 145
R	Title of Part	If the part has a title, it follows the numeration, as "Chapter 2, History"; titles appearing in non-roman languages are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination	Inclusive pages of the chapter or part, with numbers not repeated, as "p. 123-4" for pages 123 to 124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"; if an entire volume is being referenced, pagination is omitted; if an entire chapter or section is being referenced, the pagination may be omitted
O	Physical Description	If the book is published in microform, information about the location of the chapter or part on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: black & white, 2 x 4 in."; if the entire book is contained on one microform, its characteristics are described, as "1 reel: color, 35 mm."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as the original title of a book which is being referenced in its translated version or information about the availability of a book which resides in a private collection

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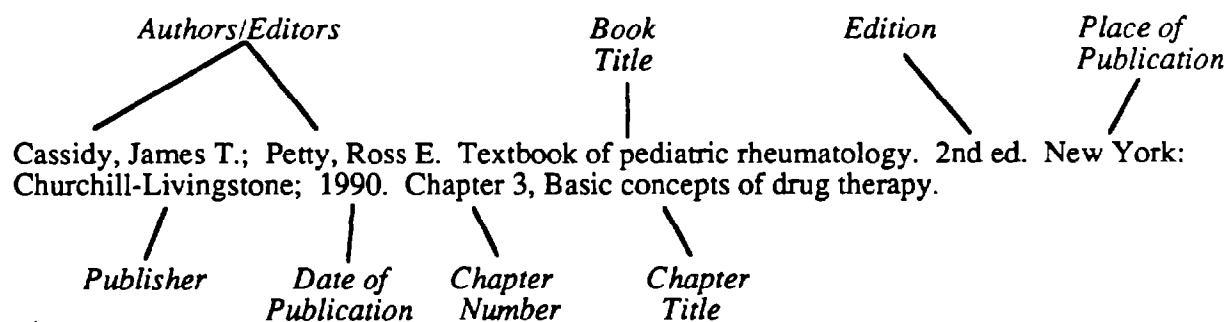
Application of this format, including recommended punctuation, is illustrated on the following pages.

## SAMPLE CITATION FOR A PART OF A BOOK:

### - A VOLUME OF A BOOK



### - A CHAPTER OF A BOOK





## EXAMPLES OF PARTS OF BOOKS:

### 1. One volume of a book cited, in which the volume has no separate title -

Harley, Robinson, editor. Pediatric ophthalmology. 2nd ed. Vol. 1. Philadelphia: Saunders; 1983.

Lennox, William G. Epilepsy and related disorders. Vol. 1. Boston: Little, Brown; 1960.

### 2. One volume of a book cited, in which the volume has a separate title -

Rombeau, John L.; Caldwell, Michael D., editors. Parenteral nutrition. Vol. 2, Clinical nutrition. Philadelphia: Saunders; 1986.

Leiber, Bernfried; Olbrich, Gertrud. Die klinischen Syndrome. Vol. 1, Syndrome [The clinical syndromes. Vol. 1, Syndromes]. Munich: Urban & Schwarzenberg; 1966. (Ger).

### 3. One volume of a book cited, for which editors/translators are listed -

Ramon Cajal, S. Degeneration & regeneration of the nervous system. May, Raoul M., translator and editor. Vol. 1. New York: Hafner; 1959.

Grewe, Horst-Eberhard; Kremer, Karl. Atlas of surgical operations. Rotzsch, Volker M.; Zammit, Anthony, translators. Vol. 2, Abdomen, urogenital tract, nervous system, vertebral column. Philadelphia: Saunders; 1980.

### 4. A chapter/part of a book cited, in which the chapter/part has no separate title -

Bagby, George. Honest, reliable corpse. Garden City (NY): Doubleday; 1969. Chapter 2.

### 5. A chapter/part of a book cited, in which the chapter/part has a separate title -

Cassidy, James T.; Petty, Ross E. Textbook of pediatric rheumatology. 2nd ed. New York: Churchill Livingstone; 1990. Chapter 3, Basic concepts of drug therapy.

Hebel, Rudolf; Stromberg, M.W. Anatomy of the laboratory rat. Baltimore: Williams & Wilkins; 1976. Part C, Digestive system; p. 43-54.

Acha, Pedro N.; Szyfres, Boris. Zoonoses and communicable diseases common to man and animals. 2nd ed. Washington: Pan American Health Organization; 1987. Listeriosis; p. 105-11. (Scientific Publication; no. 503).

Coleman, James C.; Butcher, James N.; Carson, Robert C. Abnormal psychology and modern life. 7th ed. Glenview (IL): Scott, Foresman; 1984. Peptic ulcers; p. 279-80.

Magalini, Sergio I.; Magalini, Sabina C.; de Francisci, Giovanni, editors. Dictionary of medical syndromes. 3rd ed. Philadelphia: Lippincott; 1990. Dean-Barnes; p. 230-1.

The world almanac and book of facts. New York: World Almanac; 1990. Births and dates by states and regions; p. 835.

Berkow, Robert; Fletcher, Andrew J., editors. The Merck manual of diagnosis and therapy. 15th ed. Rahway (NJ): Merck Sharp & Dohme Research Laboratories; 1987. Blood transfusion; p. 1124-37.  
[Note: See also Chapter XIII. Classic Material]

Stedman's medical dictionary. 25th ed. Baltimore: Williams & Wilkins; 1989. Hypoplasia; p. 753.  
[Note: See also Chapter XIII. Classic Material]

Sissons, Hubert A.; Murray, Ronald O.; Kemp, H.B.S. Orthopaedic diagnosis: clinical, radiological, and pathological coordinates. Berlin: Springer-Verlag; 1984. Figure 1.3, Stress fractures of the spine; p. 236.

Marsden, C. D.; Fowler, Timothy J. Clinical neurology. London: Edward Arnold; 1989. Table 3.4, Differences between upper and lower motor neuron lesions; p. 79.

**6. A chapter/part of a book cited within a separate volume, in which the volume has no separate title -**

Turek, Samuel L. Orthopaedics: principles and their application. 4th ed. Vol. 2. Philadelphia: Lippincott; 1984. Chapter 23, The shoulder; p. 920-66.

McFarlane, Peter W.; Lawrie, T.D.V., editors. Comprehensive cardiology: theory and practice in health and disease. Vol. 3. New York: Pergamon Press; 1989. Appendix 3, Coding schemes; p. 1567-82.

Wolberg, Lewis R. The technique of psychotherapy. 4th ed. Vol. 2. Orlando: Grune & Stratton; 1988. Chapter 46, The handling of resistances to cure; p. 771-801.

Moses, James A., Jr.; Golden, Charles J.; Ariel, Rona; Gustavson, John L. Interpretation of the Luria-Nebraska Neuropsychological Battery. Vol. 1. New York: Grune & Stratton; 1983. Case 24; p. 228-32.

The encyclopaedia Britannica. 15th ed. Vol. 9. Chicago: Encyclopaedia Britannica, Inc.; 1990. Pauli exclusion principle; p. 210.

[Note: This citation is to an unsigned article. See C. Contributions to Books for a citation to a signed article; see also Chapter XIII. Classic Material.]

**7. A chapter/part of a book cited within a separate volume, in which the volume has a separate title -**

Shakelford, Richard T. Surgery of the alimentary tract. 2nd ed. Vol. 1, The esophagus. Philadelphia: Saunders; 1978. Chapter 3, Esophagoscopy; p. 29-40.

Hornblass, Albert; Hanig, Carl J., editors. Oculoplastic, orbital, and reconstructive surgery. Vol. 2, Orbit and Lacrimal system. Baltimore: Williams & Wilkins; 1988. Section 11, Congenital and developmental anomalies of the orbit; p. 815-45.

American Medical Association. Report of the Commission on the Cost of Medical Care. Vol. 3, Significant medical advances. [Chicago]: The Association; 1964. Table 1, Some disposable products used in the medical field - listed by use category; p. 73.

Yasargil, M.G. Microneurosurgery. Vol. 2, Clinical considerations, surgery of the intracranial aneurysms and results. Stuttgart: Georg Thieme Verlag; 1984. Figure 101A, Postero-inferior aneurysm before clipping with the hypothalamic artery visible along its base; p. 191.

**8. A chapter/part of a book in a microform -**

Elanskii, Nikolai N. Voenno-polevaia khirurgiia [Military field surgery] [microfilm]. 5th ed. Leningrad: Medgiz; 1950. Ric. 47, Skhema segmentarnoi innervatsii kozhi [Illustration 47, Scheme of the segmented innervation of the skin]; p. 129. (Rus). Located at: National Library of Medicine, Bethesda, MD; Film 18, no. 7.

## II. BOOKS

### C. Contributions to Books

These are separate contributions to the book, usually by others than the author(s)/editor(s) of the book but may be by one of the author(s)/editor(s) or from another of their publications. For parts of books which are not separate contributions, *see* section B. Parts of Books.

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author(s) of Contribution	Author(s) of the chapter or part; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
R	Title of Contribution	Title of the chapter or part; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The word "In:" is used to connect the author and title of the chapter or part with information on the book containing it
R	Author(s)/Editors(s)	Author(s)/editor(s) of the book; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the book; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding

it; capitalize only the first word and proper nouns (or other conventions of the particular language)

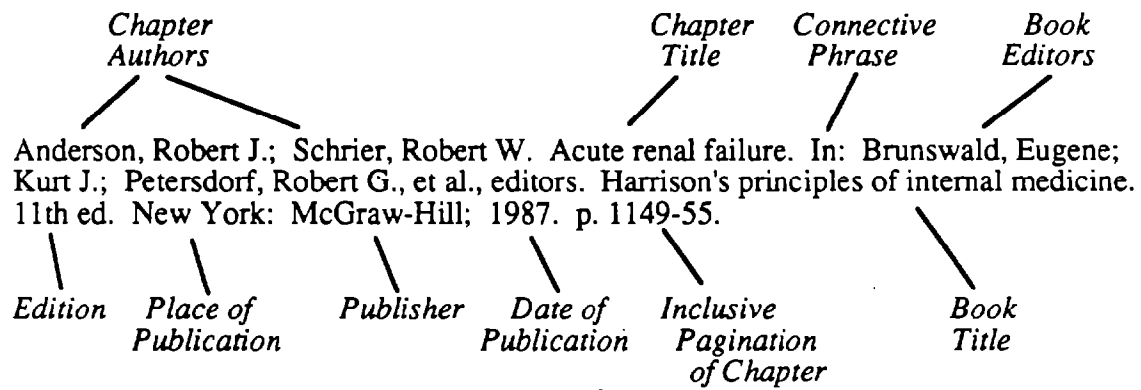
- R      Type of Medium      If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, *see* Chapter XII.D.
- R      Edition      An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
- O      Secondary Author(s)      The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note that an editor is placed here only when there is another person or organization serving as author
- R      Place of Publication      The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
- R      Publisher      The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets

R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date is found in the book but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Pagination	Inclusive pages of the chapter or part, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"; alternatively, if the chapter or part is numbered, it may be used in place of pagination, as "Chapter 2"
O	Physical Description	If the book is published in microform, information about the location of the chapter on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: color, 2 x 4 in."; if the entire book is contained on one microform, its characteristics are described, as "1 reel: black & white, 35 mm."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Supplementary information useful to the reader may be placed here; this could include some background information about the chapter or part being referenced

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Application of this format, including recommended punctuation, is illustrated on the following pages.

# **SAMPLE CITATION FOR A CONTRIBUTION TO A BOOK;**



## **EXAMPLES OF CONTRIBUTIONS TO BOOKS:**

### **1. Standard reference to a chapter in a book -**

Anderson, Robert J.; Schrier, Robert W. Acute renal failure. In: Braunswald, Eugene; Isselbacher, Kurt J.; Petersdorf, Robert G., et al., editors. *Harrison's principles of internal medicine*. 11th ed. New York: McGraw-Hill; 1987. p. 1149-55.

Fleischer, Arthur C. Superficial organ sonography and miscellaneous applications. In: Fleischer, Arthur C.; James, A.E., Jr. *Diagnostic sonography: principles and clinical applications*. Philadelphia: Saunders; 1989. p. 700-61.

### **2. Alternative reference with initials only for authors -**

Weinstein L, Swartz MN. Pathologic properties of invading organisms. In: Sodeman WA Jr, Sodeman WA, editors. *Pathologic physiology: mechanisms of disease*. Philadelphia: Saunders; 1974. p. 457-72.

### **3. Contribution in a separate volume of a book -**

Merritt, Christopher R.B. Breast imaging techniques. In: Putnam, Charles E.; Ravin, Carl E., editors. *Textbook of diagnostic imaging*. Vol. 3. Philadelphia: Saunders; 1988. p. 2118-20.

Kessler, Robert M.; Freeman, Mark P. Ischemic cerebrovascular disease. In: Partain, C.L.; Price, Ronald R.; Patton, James A., et al., editors. *Magnetic resonance imaging*. 2nd ed. Vol. 1, Clinical principles. Philadelphia: Saunders; 1988. p. 197-210.

Hazeltine, William A. AIDS. In: *The encyclopedia Americana*. International ed. Vol. 1. Danbury (CT): Grolier Incorporated; 1990. p. 365-6.

### **4. Alternate chapter number used instead of pagination -**

Stern, Michael P. Diabetes in Hispanic Americans. In: National Institute of Arthritis, Diabetes, and Digestive and Kidney Diseases. *Diabetes in America: diabetes data compiled 1984*. [Bethesda (MD)]: The Institute; 1985 Aug. Chapter 9. (NIH publication; no. 85-1468).







# Conference Publications



### III. CONFERENCE PUBLICATIONS

#### A. Conference Proceedings

R/O	Elements (in order of appearance)	Format:
R	Editor(s)	Editor(s) of the conference proceedings; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; an organization may also serve as editor, as the "Nutrition Society (London)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Nutrition Society (London), Public Affairs Division"; note, as in this example, that qualifying information such as city or country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the publication, if present (the name of the conference may be the only title given - <i>see</i> below); titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the proceedings is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Title of Conference	Name of the conference, including number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic, e.g., convert "Third" to "3rd"; capitalize all significant words (or other conventions of the particular language); a translation may follow the original, with brackets surrounding it
R	Type of Medium	If the name of the conference is the only title appearing in the publication, the indication of type of medium if applicable is placed here, as "[microfiche]"

- |   |                      |   |
|---|----------------------|---|
| O | Date of Conference   | Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters   |
| O | Place of Conference  | City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"  |
| O | Secondary Author(s)  | The names of translators or other individuals or organizations responsible for adapting or modifying the work of the editor(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Jones, Daniel E., translator"; if more than one type of secondary author appears, they are given in the order listed in the publication   |
| R | Place of Publication | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the publication but can be reasonably inferred (e.g., Chicago as the place of publication of a proceedings produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets  |
| R | Publisher            | The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both editor <u>and</u> publisher, the name used here may be abbreviated, e.g., if the "British Medical Association" is editor, the name may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets |
| R | Date of Publication  | The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date can be found in the publication but it can be determined from   |

- some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
- O      **Pagination**      Total number of pages of the publication (in arabic numbers) if it is contained in one volume, as "235 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages
  - O      **Physical Description**      If the conference is published in microform, information about the number of physical pieces and their characteristics may be given here, as "2 microfiche: 4 x 6 in."
  - O      **Series**      The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Excerpta Medica international congress series; no. 850)"
  - O      **Language**      Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
  - O      **Notes**      Supplementary information that would be useful to the reader is placed here; this could include additional information about the conference, such as sponsorship

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A CONFERENCE PROCEEDINGS:**

*Editor*  
Vivian, Valerie L., editor.

*Title of Publication/  
Conference*  
Child abuse and neglect: a medical community response. 1st AMA National  
Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago. Chicago: American Medical  
Association; 1985. 256 p.

*Name of  
Conference*

*Date of  
Publication*  
1985

*Total No.  
Pages*  
256 p.

*Inclusive Dates  
of Conference*  
1984 Mar 30-31

*Place of  
Conference*  
Chicago

*Place of  
Publication*  
Chicago

*Publisher*  
American Medical  
Association

## **EXAMPLES OF CONFERENCE PROCEEDINGS:**

### **1. Proceedings with a title in addition to the conference name -**

Vivian, Valerie L., editor. Child abuse and neglect: a medical community response. 1st AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago. Chicago: American Medical Association; 1985. 256 p.

Popper, Hans, et al., editors. Structural carbohydrates in the liver: proceedings of the 34th Falk Symposium; 1982 Oct 12-18; Basel, Switzerland. Boston: MTP Press; 1983. 701 p.

### **2. Proceedings without a separate title -**

Sasaki, Y.; Nomura, Y., editors. Symposium on Nasal Polyp; 1984 Oct 5-6; Tokyo. Stockholm: Almqvist & Wiksell; 1986. 48 p.

Ferguson, Ronald M.; Sommer, Bruce G., guest editors. Proceedings of a Conference on the Clinical Management of the Renal Transplant Recipient with Cyclosporine; 1985 Nov 3-5; Palm Springs, FL. Orlando (FL): Grune & Stratton; 1986. 216 p.

### **3. Proceedings without editor(s) -**

Symposium on Nonhuman Primate Models for AIDS; 1989 Oct 11-13; Portland, OR. [Portland]: Oregon Regional Primate Center; 1989. 115 p.

### **4. Proceedings in a language other than English, with translation -**

Llombart-Bosch, A., editor. Patologia del cancer de higado . Primera Reunion Germano-Espanola de Anatomia Patologica [Pathology of liver cancer. 1st German-Spanish Meeting on Pathologic Anatomy]; 1976 Sep 23-25; Lloret de Mar, Spain. Valencia: Fundacion Garcia Munoz; 1977. 252 p. (Spa).

### **5. Name of institution included with conference location -**

Brown, Fred, et al., editors. Vaccines 90: modern approaches to new vaccines including prevention of AIDS. Papers from the 7th Meeting on Modern Approaches to Vaccines; 1989 Sep; Cold Spring Harbor Laboratory, Cold Spring Harbor, NY. Cold Spring Harbor: Cold Spring Harbor Laboratory Press; 1990. 502 p.

Aggleton, Peter; Davies, Peter; Hart, Graham, editors. AIDS: individual, cultural, and policy dimensions. Proceedings of the 3rd UK Conference on Social Aspects of AIDS; 1989 Feb; South Bank Polytechnic, London. London: Falmer Press; 1990. 265 p.

### **6. Translator given -**

Jager, Hans, editor. AIDS phobia: a disease pattern and possibilities of treatment. Proceedings of a workshop; 1987 Nov; Munich. Welch, Jacquie, translator. New York: Halsted Press; 1988. 124 p. (Ellis Horwood series in life sciences). Translation of: AIDS-Phobie.

Ehrly, A.M.; Hauss, J.; Huch, Renate, editors. Clinical oxygen pressure measurement: tissue oxygen pressure and transcutaneous oxygen pressure. 2nd Symposium on Tissue Oxygen Pressure; 1984 Jun 1-2; Frankfurt, Federal Republic of Germany. Sonntag-O'Brien, Virginia, translator. Berlin: Springer-Verlag; 1987. 277 p. Translation of: Klinische Sauerstoffdruckmessung.

**7. Proceedings in microform -**

International Council of Scientific Unions. Proceedings of the Study of the Feasibility of a World Science Information System (UNISIST) [microfiche]. Paris: Centre National de la Recherche Scientifique; 1971. 31 microfiche.

**8. Proceedings with unknown place of publication and publisher -**

The challenge: efficient dairy production. Proceedings of the conference organized by the Australian and New Zealand Societies of Animal Production; 1985 Mar 25-28; Albury-Wodonga, Australia. [place, publisher unknown]; 1985. 538 p.

**9. Proceedings also published as part of a journal -**

Iwarson, Sten, editor. Symposium on Vaccination against Hepatitis B; 1982 Sep 9; Goteborg, Sweden. Stockholm: Almqvist & Wiksell; [1983]. 61 p. (Scandinavian journal of infectious diseases. Supplement; 38).

**10. Proceedings with supplementary notes -**

Stevenson, Donald E., et al., editors. Mouse liver carcinogens: mechanisms and species comparisons. Proceedings of the symposium; 1988 Nov 30-Dec 3; Austin, TX. New York: Wiley-Liss; 1990. 444 p. (Progress in clinical and biological research; vol. 331). Conference hosted by the Science Park-Research Division of the University of Texas M.D. Anderson Cancer Center in Smithville, Texas.



### III. CONFERENCE PUBLICATIONS

#### B. Conference Papers and Abstracts of Papers

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the paper; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
R	Title of the Paper	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If an abstract is cited rather than the full paper, this may be indicated in brackets after the title, as "[abstract]"
R	Connective Phrase	The word "In:" is used to connect the author(s) and title of the paper with information about the proceedings containing it
R	Editor(s)	Editor(s) of the conference proceedings; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; an organization may also serve as editor, as the "Nutrition Society (London)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Nutrition Society (London), Public Affairs Division"; note, as in this example, that qualifying information such as city or country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following

the name, in brackets, as "[Finnish Medical Society]"; all editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)

R	Title	Title of the publication, if present (the name of the conference may be the only title given - <i>see</i> below); titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the proceedings is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Title of Conference	Name of the conference, including number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic, e.g., convert "Third" to "3rd"; capitalize all significant words (or other conventions of the particular language); a translation may follow the original, with brackets surrounding it
R	Type of Medium	If the name of the conference is the only title appearing in the publication, the indication of type of medium if applicable is placed here, as "[microfiche]"
O	Date of Conference	Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Place of Conference	City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"
O	Secondary Author(s)	The names of translators or other individuals or organizations responsible for adapting or modifying the work of the editor(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Jones, Daniel E., translator"; if more than one type of secondary author appears, they are given in the order listed in the publication
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/

countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the publication but can be reasonably inferred (e.g., Chicago as the place of publication of a proceedings produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets

**R Publisher**

The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both editor and publisher, the name used here may be abbreviated, e.g., if the "British Medical Association" is editor, the name may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets

**R Date of Publication**

The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date can be found in the publication but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets

**R Pagination**

Inclusive pages on which the paper appears; numbers are not repeated, e.g., pages 123-124 become "p. 123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained, as "p. XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows; if no page numbers appear, the total number of pages of the paper is given in brackets, as "[14 p.]"

**O Physical Description**

If the paper was published in a proceedings in a microform, information about the physical location of the paper in the microform may be given here, as "microfiche 2 of 5 microfiche"; information about the physical characteristics of the microform may also be given, as "1 microfiche: color, 2 x 4 in."

- |   |          |   |
|---|----------|---|
| O | Series   | The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Excerpta Medica international congress series; no. 850)" |
| O | Language | Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)  |
| O | Notes    | Supplementary information that would be useful to the reader may be placed here; this could include information concerning sponsorship of the conference, any larger meetings of which it was a part, etc.; if an abstract of the paper is being referenced, the number of the abstract may be given, if present, as "Abstract No. D45"   |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A CONFERENCE PAPER:**

*Author of Paper*  
Harley, Naomi H.

*Title of Paper*  
Comparing radon daughter dosimetric and risk models.

*Connective Phrase*  
In:

*Editors of Conference*  
Gammage, Richard B.;  
Kaye, Stephen V., editors.

*Title of Publication/Conference*  
Indoor air and human health. Proceedings of the 7th Life Sciences Symposium;

*Inclusive Dates Conference*  
1984 Oct 29-31;

*Place of Conference*  
Knoxville, TN.

*Place of Publication*  
Chelsea (MN):

*Publisher*  
Lewis Publishers;

*Date of Publication*  
1985.

*Inclusive Pages of Paper*  
p. 69-78.

*Name of Conference*

## EXAMPLES OF CONFERENCE PAPERS:

### 1. Paper from a proceedings with a separate title -

Harley, Naomi H. Comparing radon daughter dosimetric and risk models. In: Gammage, Richard B.; Kaye, Stephen V., editors. *Indoor air and human health. Proceedings of the 7th Life Sciences Symposium*; 1984 Oct 29-31; Knoxville, TN. Chelsea (MN): Lewis Publishers; 1985. p. 69-78.

Meyer, Beat; Hermanns, Karl. Formaldehyde release from pressed wood products. In: Turoski, Victor, editor. *Formaldehyde: analytical chemistry and toxicology. Proceedings of the symposium at the 187th meeting of the American Chemical Society*; 1984 Apr 8-13; St. Louis, Mo. Washington: The Society; 1985. p. 101-16. (Advances in chemistry series; 210).

### 2. Paper from a proceedings without a separate title -

Kalter, Robert J. Macro and micro economic implications of bovine somatotropin on the dairy industry. In: *BIO EXPO 86: proceedings*; 1986 Apr 29-May 1; Boston. Stoneham (MA): Butterworth; 1986. p. 203-15.

Todd, Alan S. A unique source of PCB contamination in public and other nonindustrial buildings. In: *Proceedings of the ASHRAE Conference IAQ87*; 1987 May 18-20; Arlington, VA. Atlanta (GA): American Society of Heating, Refrigerating, Air Conditioning Engineers; 1987. p. 104-10.

### 3. Paper with optional initials for first names of authors, editors -

Lunin LF, Cahill PT, Auh J, Lee BC, Becker DV. Organizing for information interaction in a radiology department: focus on image analysis, storage, and retrieval. In: Petrarca AE, Taylor CI, Kohn RS, editors. *Information interaction. Proceedings of the 45th ASIS Annual Meeting*; 1982 Oct 17-21; Columbus, OH. White Plains (NY): Knowledge Industry Publications, Inc.; 1982. p. 179-81.

### 4. Paper with author address given -

Thorneycroft, Ian H. (Dept. of Obstetrics and Gynecology, Tulane Univ., New Orleans, LA). Oral contraceptives and myocardial infarction. In: *Toward a new standard in oral contraception. Proceedings of a symposium held at the 12th World Congress on Fertility and Sterility*; 1989 Oct 3; Marrakeš, Morocco. St. Louis (MO): Mosby-Year Book, Inc.; 1990 Oct. p. 1393-7.

### 5. Abstract of a paper -

Church, Joseph A.; Marshall, G.; Laug, W. Thrombotic thrombocytopenic purpura (TTP) in an HIV-infected child [abstract]. In: Morisset, Richard A., editor. *5th International Conference on AIDS: the Scientific and Social Challenge*; 1989 Jun 4-9; Montreal. Ottawa: International Development Research Centre; 1989. p. 494. Abstract no. B579.

Mendez, Mario F.; Manon-Espaillet, Ramon; Lanska, Douglas J.; Burnstine, Thomas H. Epilepsy and suicide attempts [abstract]. In: *American Academy of Neurology 41st annual meeting program*; 1989 Apr 13-19; Chicago. Cleveland (OH): Edgell Communications; 1989. p. 295. Abstract no. PP369.

**6. Paper from a proceedings in a language other than English, with translation -**

Wegener, K.; Wesch, H.; Kampmann, H.; van Kaick, G. Investigaciones sobre el problema del origen de los carcinomas hepaticos en la torotrastosis humana [Studies on the problem of the origin of liver carcinoma in human thorotrastosis]. In: Llombart-Bosch, A., editor. Patologia del cancer de higado. Primera Reunion Germano-Espanola de Anatomia Patologica [Pathology of liver cancer. 1st German-Spanish Meeting on Pathologic Anatomy]; 1976 Sep 23-25; Lloret de Mar, Spain. Valencia: Fundacion Garcia Munoz; 1977. p. 211-8. (Spa).

**7. Paper also printed as a journal article -**

Middeke, Martin; Holzgreve, Heinrich. Review of major intervention studies in hypertension and hyperlipidemia: focus on coronary heart disease. In: Doxazosin: a distinctive approach to risk reduction of coronary heart disease in hypertensive patients. Proceedings of a symposium; 1988 Jan 30; Hamburg, West Germany. St. Louis (MO): Mosby; 1988. p. 1708-12. (American heart journal; vol. 116, no. 6, pt. 2).





# Scientific and Technical Reports



#### IV. SCIENTIFIC AND TECHNICAL REPORTS AND PARTS OF REPORTS

R/O	Elements (in order or appearance)	Format:
R	Author(s)/Editor(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration
O	Author Affiliation	In many cases, reports are authored by individuals employed by organizations other than the agency or institution which sponsored or published the work; the department and name of this performing institution, followed by state/country, are placed in parentheses after the author(s), as "(Department of Biomedical Engineering, Duke University, Durham, NC)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, i.e., "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if the performing organization is the author, if the performing organization and the sponsoring agency are the same, or if the performing organization is the body issuing the publication, this element is omitted
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the report is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"

O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel P., translator; if both editors and translators are found, they are given in the order listed in the report; note that an editor is placed here <u>only</u> when there is another person or organization serving as author
R	Place of Publication	City where the report was published; followed by state or country if needed for clarification, as "Oak Ridge (TN)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if no place can be found in the report but can be reasonably inferred (e.g., Washington as the place of publication of a report issued by the Department of Health and Human Services), the place name is given in brackets, as "[Washington]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The organization (federal, state, or local agency, scientific or academic institution) responsible for issuing the report; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; the department, branch, or other subdivision of the organization is included in hierarchical order from highest to lowest, as "Massachusetts Institute of Technology, Physics Department"; if the organization is both author <u>and</u> publisher, the name used here may be abbreviated, as "The Institute"; the sponsoring organization is often the publisher, but if the performing organization issues the report and is thus given here as publisher, the sponsoring organization is acknowledged in the Notes element below
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found in the report but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Report Number	Report numbers consist of alpha-numeric strings in which an alphabetic report code for the performing and/or sponsoring organization is followed by a numeric series representing the date and sequence of issuance, as "NASA/CR-86/3840" indicating a NASA contractor report issued in 1986; if multiple report numbers are found on the publication, use the one assigned by the sponsoring organization; to avoid confusion with the contract/grant number discussed below, it is suggested that the words "Report No." precede this number; see ANSI Z39.23-1983 for the establishment and use of report numbers

O	Contract/Grant/Order Number	These numbers, also consisting of alpha-numeric strings, are issued by the sponsoring organization to identify the financial support of the research or work reported, as "PHS-HSM-110-72-325"; to avoid confusion with the report number discussed above, it is suggested that the words "Contract No.", "Grant No.", etc., precede this number
O	Pagination	Total number of pages of the report, given in arabic numbers, if it is contained in one volume, as "23 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages; this element is omitted if a part of a report is being cited ( <i>see</i> the Pagination of Part element below)
R	Numeration of Part	If a part of a report is being referenced, such as an appendix, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Appendix 2" or "Figure B"
R	Title of Part	If the part of the report has a title, it follows the numeration, as "Table 5, Disease outbreak by country"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears in the report, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"
O	Physical Description	If the report is issued in microform, information about the number of physical pieces and their characteristics may be given here, as "1 microfiche: black & white, 4 x 6 in."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language, as "(Brookhaven lecture series; no. 209)"
O	Availability Statement	Because a technical report may not always be obtained from the sponsoring organization as it usually is from the publisher of a monograph, the organization and location from which it may be acquired along with an acquisition number are highly desirable; the words "Available from:" should precede the information, as "Available from: NTIS, Springfield, VA; PB89-100028"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)

O Notes

Supplementary information that would be useful to the reader may be placed here; this could include the name of the sponsoring agency if the performing agency issued the report, information concerning dual publication of the report as in a journal article or as a paper presented at a conference

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A SCIENTIFIC AND TECHNICAL REPORT:**

*Author of Report*  
Norman, John C.

*Place of Publication*  
(Texas Heart Institute, Houston, TX).

*Performing Organization*  
ALVAD: 1980.

*Title of Report*  
A comprehensive final report to NHLI. Bethesda (MD): National Institutes of Health, National Heart and Lung Institute, Devices and Technology Branch; 1980 Jan. Report No.: NIH-N01-HV-5-3006-4-VI. Contract No.: N01-HV-5-3006. 340 p. Available from: NTIS, Springfield, VA.; PB80-148810.

*Publisher/ Sponsoring Organization*  
NTIS, Springfield, VA.

*Date of Publication*  
1980 Jan.

*Report No.*  
NIH-N01-HV-5-3006-4-VI.

*Contract No.*  
N01-HV-5-3006.

*Total No. Pages*  
340 p.

*Availability Statement*  
Available from: NTIS, Springfield, VA.; PB80-148810.

## **EXAMPLES OF SCIENTIFIC AND TECHNICAL REPORTS:**

### **1. US government issued report, with separate performing organization -**

Norman, John C. (Texas Heart Institute, Houston, TX). ALVAD: 1980. A comprehensive final report to NHLI. Vol. 1. Bethesda (MD): National Institutes of Health, National Heart and Lung Institute, Devices and Technology Branch; 1980 Jan. Report No.: NIH-N01-HV-5-3006-4-VI. Contract No.: N01-HV-5-3006. 340 p. Available from: NTIS, Springfield, VA; PB80-148810.

Cooper, Leon N. (Dept. of Physics, Brown Univ., Providence, RI). Theoretical and experimental research into biological mechanisms underlying learning and memory. Final progress report 1 Aug 88-31 Jul 89. Washington: Air Force Office of Scientific Research; 1990 Apr 24. Report No.: AFOSR-TR-90-0672. Contract No.: AFOSR-88-0228;2305;B4. 19 p. Available from: NTIS, Springfield, VA; AD-A223615.

Hawthorne, A.R.; Dudney, C.S.; Tyndall, R.L.; Vo-Dinh, T.; Cohen, M.A. (Oak Ridge National Laboratories, Oak Ridge, TN). Case study: multipollutant indoor air quality study of 300 homes in Kingston/Harriman, Tennessee. Triangle Park (NC): Health Effects Research Laboratory; 1990. Report No.: EPA/600/D-90/126. Contract No.: EPA-R-811650. 20 p. Available from: NTIS, Springfield, VA; PB90-263468. Published in American Society for Testing and Materials Standard Technical Publication 1002, September 1989, p. 129-47.

### **2. US government issued report, without separate performing organization -**

Feller, Barbara A. Health characteristics of persons with chronic activity limitation, United States, 1979. Hyattsville (MD): National Center for Health Statistics; 1981 Dec. Report No.: VHS-SER-10/137. 60 p. Available from: NTIS, Springfield, VA; PB88-228622.

Koop, C. Everett. Surgeon General's report on acquired immune deficiency syndrome. [Washington]: Public Health Service, Health Resources and Services Administration; [1987]. 36 p. Available from: US GPO, Washington; HE 20.9002:Ac 7.

National Institutes of Health (US). Report of the Human Fetal Tissue Transplantation Panel, consultants to the Advisory Committee to the Director, National Institutes of Health. Final report. Bethesda (MD): The Institutes; 1988 Dec. 2 vols. Available from: NTIS, Springfield, VA; PB90-155268, PB90-155276.

### **3. US government sponsored report, issued by the performing organization -**

Moray, Neville P.; Huey, Beverly M. Human factors research and nuclear safety. Washington: National Academy Press; 1988. Contract No.: NRC-04-86-301. 122 p. Available from: NTIS, Springfield, VA; PB89-175517. Sponsored by the Nuclear Regulatory Commission.

Macro Systems. Regionalization of patient care: case studies on interhospital sharing of direct patient care services. [Washington]: Macro Systems; 1976. Contract No.: HRA 104-74-136. 2 vols. A study conducted for the Office of Planning, Evaluation and Legislation, Health Resources Administration, Dept. of Health, Education, and Welfare.

### **4. State government issued report -**

Minette, William P. (Pitt Technical Institute, Greenville, NC). Feasibility study for a physician's assistant program. Occupational education research project. Raleigh (NC): North Carolina State Dept. of Public Instruction; 1976 Jun. 82 p. Available from: ERIC, Arlington, VA; ED134 750.



Dougharty, Laurence A. Supply of physicians in the state of Arkansas. Santa Monica (CA): Rand Corporation; 1970 Aug. Report No.: RM-6365-APC. 42 p. Sponsored by the Arkansas Planning Commission, Little Rock.

**5. University and other non-government issued reports -**

Johns Hopkins University, Applied Physics Laboratory. Biomedical research, development, and engineering at the Johns Hopkins University Applied Physics Laboratory. Annual report 1 Oct 78-10 Sep 79. Laurel (MD): The University; 1979 Oct. Report No.: JHU/APL/MQR-79. 74 p.

Donohue, G.L., et al. Recent contributions of information sciences research at RAND to modeling- and stimulation-based policy analysis. Santa Monica (CA): Rand Corporation; 1987 Mar. Report No.: N-2555-RC. 32 p. Available from: ERIC, Arlington, VA; ED297 746.

**6. Report in a language other than English, with translation -**

CEA Centre d'Etudes Nuclaires de Grenoble (France), Institut de Recherche Technologique et de Developpement Industriel. Rapport d'activite 87 [Progress report of the Instrumentation and Technological Electronic Division for 1987]. Grenoble: The Centre; 1988 May. Report No.: CEA-LETT-RA-1987. 165 p. Available from: NTIS, Springfield, VA; DE90770261. (Fre).

Sugimoto, Y.; Kokubo, T. [Studies on ferromagnetic glass-ceramics for medical applications]. Tokyo: Asahi Glass Foundation for Industrial Technology; 1989. 10 p. Available from: NTIS, Springfield, VA; PB90-267956. (Jpn).

**7. Report in microform -**

American Medical Association. Characteristics of physicians: South Carolina, December 31, 1982 [microfiche]. Rockville (MD): Bureau of Health Professions, Office of Data Analysis and Management; 1986 Apr. Report No.: ODAM-52-86. Contract No.: HRSA-240-84-0123. 169 p. 2 microfiche: 4 x 6 in. Available from: NTIS, Springfield, VA; HRP-0906902.

**8. Report in a series -**

Graves, James S. (Medical University of South Carolina, Charleston, SC). Regulation & development of membrane transport processes. Washington: Air Force Office of Scientific Research; 1985 May. Report No.: AFOSR-TR-86-0142. 297 p. (Society of General Physiologists series; vol. 39). Available from: NTIS, Springfield, VA; AD-A166003.

**9. Part of a technical report -**

Macular Photocoagulation Study Group (MPS Coordinating Center, Baltimore, MD). Macular Photocoagulation Study: data collection forms for the Krypton Study for Parafoveal Choroidal Neovascularization. Bethesda (MD): National Institutes of Health, National Eye Institute; 1987 Apr. Report No.: MPS-8701-02. Grant No.: EY2546, EY2547, EY2548, et al. Patient information sheet to be kept in clinic files; p. 2. Available from: NTIS, Springfield, VA; PB87-221859.

[See Chapter II.B. for more detailed examples of the format to be used for parts of reports.]



# Dissertations and Theses



## V. DISSERTATIONS AND THESES AND THEIR PARTS

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author	Surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Type of Publication	To easily identify this type of material, it is recommended that the words "dissertation" or "masters thesis" appear in brackets after the title
R	Type of Medium	If the dissertation is issued in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Place of Publication	The city in which the institution granting the degree is located; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if no place appears on the dissertation, the place name may be determined from other sources and given in brackets, as "[Cambridge (MA)]" for Harvard University; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The name of the institution granting the degree; if a department or other subdivision of the institution is important, this may be included, as "University of Pennsylvania, Graduate School of Public Health"; names of institutions appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; such common words as "University" may be abbreviated, as "Univ."
R	Date of Publication	The year the work was submitted, followed by the month and day if available, as "1989 Jan 3"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Pagination	The total number of pages of the dissertation or thesis, in Arabic numbers, as "156 p."; this element is omitted if a part of a dissertation or thesis is being cited (see the element Pagination of Part below)

R	Numeration of Part	If a part of a dissertation is being referenced, such as an appendix, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Figure 1" or "Appendix B"
R	Title of Part	If the part of the dissertation has a title, it follows the numeration, as "Table 5, Disease outbreak by country"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears in the dissertation, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"
O	Physical Description	If the dissertation or thesis is in a microform, information on the number of physical pieces and their characteristics may be given here, as "1 reel: black & white, 35 mm."
O	Availability Statement	A dissertation or thesis may be more readily obtained from an organization other than the institution for which it was produced; therefore, the organization and location from which it may be acquired along with an acquisition number is highly desirable; the words "Available from:" should precede this information, as "Available from: University Microforms, Ann Arbor, MI; 72-15,559"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here

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Application of this format, including recommended punctuation, is illustrated on the following pages.

## SAMPLE CITATIONS FOR A DISSERTATION AND A THESIS:

### - A DISSERTATION

*Author*  
Youssef, Neemat M. *Title*  
School adjustment of children with congenital heart disease [dissertation].  
*Type of Publication*  
Pittsburgh (PA): University of Pittsburgh; 1988. 313 p.  
*Place of Institution* *Institution Granting Degree* *Date of Degree* *Total No. Pages*

### - A THESIS

*Author*  
Herbrick, Raymona T. *Title*  
The identification of criteria essential for analyzing cardiac rehabilitation  
programs [masters thesis]. Long Beach: California State University at Long Beach; 1989. 188 p.  
*Type of Publication* *Place of Institution* *Institution Granting Degree* *Date of Degree* *Total No. Pages*

## **EXAMPLES OF DISSERTATIONS AND THESES:**

### **1. US doctoral dissertation -**

Youssef, Neemat M. School adjustment of children with congenital heart disease [dissertation]. Pittsburgh (PA): Univ. of Pittsburgh; 1988. 313 p. Available from: University Microforms, Ann Arbor, MI; AAD88-17006.

Bertram, Kenneth A. The role of natural killer activity in resistance to herpesvirus-induced disease [dissertation]. [Rochester]: University of Minnesota; 1981 Dec. 138 p.

Wayne, Tom F. Cold injury in World War II: a study in the epidemiology of trauma [dissertation]. [Cambridge (MA)]: Harvard School of Public Health; 1950 May 1. 306 p. + appendices.

Burlingame, Virginia S. The family therapy tapestry: a multi-disciplinary history of the family therapy movement in the United States from 1900 to 1957 [dissertation]. Evanston (IL): Northwestern University; 1982 Jun. 628 p.

### **2. Doctoral dissertation in a language other than English, with translation -**

Alvarez Lerma, Francisco. Valoracion de las medidas de control de la infeccion nosocomial [Evolution of control measures in nosocomial infections] [dissertation]. Barcelona (Spain): Universitat Autonoma de Barcelona; 1988. 402 p. (Spa).

### **3. Masters thesis -**

Herbrick, Raymona T. The identification of criteria essential for analyzing cardiac rehabilitation programs [masters thesis]. Long Beach: California State University at Long Beach; 1989. 188 p. Available from: University Microfilms, Ann Arbor, MI; AAD13-39383.

Miller, Thomas E. Nickel concentrations in lung and kidney tissues from victims of "Legionnaires' Disease" using photon induced x-ray emission [masters thesis]. Geneseo: State University of New York, College of Arts and Sciences at Geneseo; 1978. 127 p.

### **4. Dissertation in a microform -**

Truar, Monika. Beat Friedrich Schnell (1783-1846): Leben und Werk [dissertation on microfiche]. Mainz (West Germany): Johannes Gutenberg University; 1989. 213 p. 3 microfiche. (Ger).

Ballard, Verton T. Gross anatomy of *Cavia cobaya* with a comparative study of another hystricomorph rodent, *Erethizon dorsatus* [dissertation on microfilm]. [Lawrence]: University of Kansas, Department of Zoology; 1937 Jul 16. 323 p. 1 reel: 35 mm. Available from: University Microfilms, Ann Arbor, MI.

### **5. Part of a dissertation -**

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. Stanford (CA): Stanford University; 1982 Aug. Table 1, Female age at first marriage, by marriage cohort; p. 19.



# Bibliographies



## VI. BIBLIOGRAPHIES

<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author(s)	<p>Surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named author is generally followed by a comma and the word "compiler(s)" or comp(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)</p>
R	Title	<p>Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)</p>
O	Type of Publication	<p>To easily identify these publications, the word "bibliography" may be placed in brackets after the title</p>
R	Edition	<p>An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."</p>
O	Secondary Author(s)	<p>The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel F., translator"; if both editors and translators are found, they are given in the order listed in the bibliography</p>
R	Place of Publication	<p>City where published; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of</p>

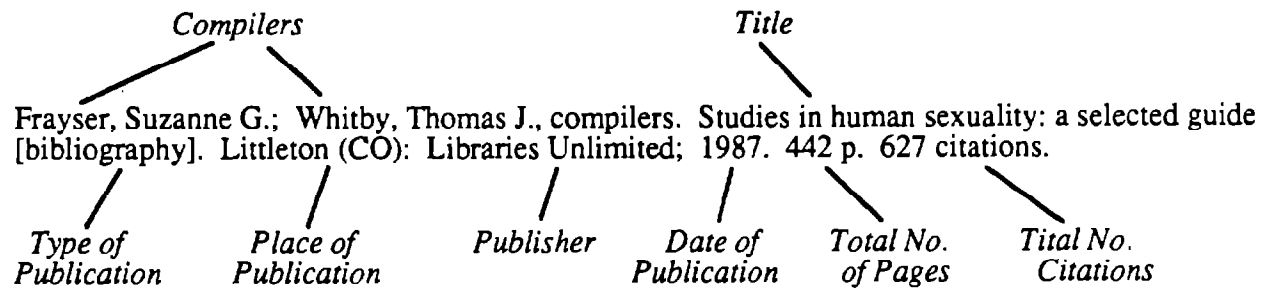
states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a bibliography produced by the American Hospital Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets

- |   |                     |   |
|---|---------------------|---|
| R | Publisher           | <p>The firm or organization responsible for issuing the publication; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of an organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in shortened form, as "Wiley" for "John Wiley &amp; Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author <u>and</u> publisher, the name used here may be abbreviated, e.g., if the "National Library of Medicine (US)" is given as the author, it may be abbreviated to "The Library" as publisher; if no publisher can be determined, the words "publisher unknown" are placed in brackets</p> |
| R | Date of Publication | <p>The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found in the bibliography but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets</p>  |
| O | Pagination          | <p>Total number of pages of the bibliography, given in arabic numbers, if it is contained in one volume, as "54 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages</p>  |
| O | Series              | <p>The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper names (or other conventions of the particular language), as "(Current bibliographies in medicine; 89-1)"</p>  |
| O | Availability        | <p>If the bibliography may be obtained from an organization other than the publisher, such as a clearinghouse, the organization and location from which it may be obtained along with the acquisition number is highly desirable; the words "Available from:" should precede the information, as "Available from: ERIC, Arlington, VA; ED 654321"</p>   |

- O     Language                      Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
  - O     Notes                              Supplementary information that would be useful to the reader may be placed here; this could include the total number of citations in the bibliography, as "135 citations," time span covered, as "1980-1990", and the presence of any indexes. as "subject and geographic indexes"
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A BIBLIOGRAPHY:**



## EXAMPLES OF BIBLIOGRAPHIES:

### 1. Standard citation -

Frayser, Suzanne G.; Whitby, Thomas J., compilers. *Studies in human sexuality: a selected guide* [bibliography]. Littleton (CO): Libraries Unlimited; 1987. 442 p. 627 citations. Author, title, and subject indexes.

### 2. Organization as compiler -

Coppa & Avery Consultants, compilers. *Architectural design for hospitals: hospital planning, ward design and efficiency, out-patient, accident and emergency departments* [bibliography]. Monticello (IL): Vance Bibliographies; 1979 Dec. 9 p. (Architecture series; no. A148). 124 citations.

### 3. Compiler and editor -

Abrams, Estelle J., compiler. *AIDS bibliography 1986-1987*. Patrias, Karen, editor. [Bethesda (MD)]: National Library of Medicine, Reference Section; 1987 Jun. 200 p. (Specialized bibliography series; 1987-2). 2697 citations. Prepared in conjunction with the 3rd International Conference on AIDS, Washington, D.C., June 1-5, 1987.

### 4. No compiler found -

Snyder, Susan U.; Gordon, Sol, editors. *Parents as sexuality educators: an annotated print and audiovisual bibliography for professionals and parents (1970-1984)*. Phoenix (AZ): Oryx; 1984. 212 p.

### 5. Compiler with optional initials -

Bustad LK, Hegreberg GA, Padgett GA, compilers. *Naturally occurring animal models of human disease: a bibliography*. Washington: National Academy of Sciences, Institute of Laboratory Animal Resources; [date unknown]. 99 p.

### 6. Edition statement -

Arnold, Arthur L., compiler. *Selected bibliography, post-traumatic stress disorder with special attention to Vietnam veterans*. 16th revision. Phoenix (AZ): VA Medical Center; 1984 Nov. 39 p.

### 7. Government agency produced bibliography, with availability statement -

Gluckstein, Fritz P.; Glock, Martha H.; Hill, James G., compilers. *Bovine somatotropin* [bibliography]. Bethesda (MD): National Library of Medicine, Reference Section; 1990. 53 p. (Current bibliographies in medicine; 90-13). Available from: US GPO, Washington; Stock No. 817-006-00013-2. 1097 citations; January 1985 through October 1990.

### 8. Bibliography in a language other than English -

Yoshida, Yukio, compiler. *Nyumoshisuchisu karini haien bunken mokuroku: AIDS o fukumu* [Bibliography of pneumocystis carinii pneumonia: including AIDS]. Tokyo: Nanzando; 1985. 233 p. (Jpn).

Farren, Mark, compiler. *Infant mortality and health in Latin America: an annotated bibliography from the 1979-82 literature*. Ottawa (Canada): International Development Research Centre; 1984. 172 p. (Eng, Spa, Por, Fre). 256 citations. Subject and geographic indexes.





# Patents

Chapter

VII



## VII. PATENTS

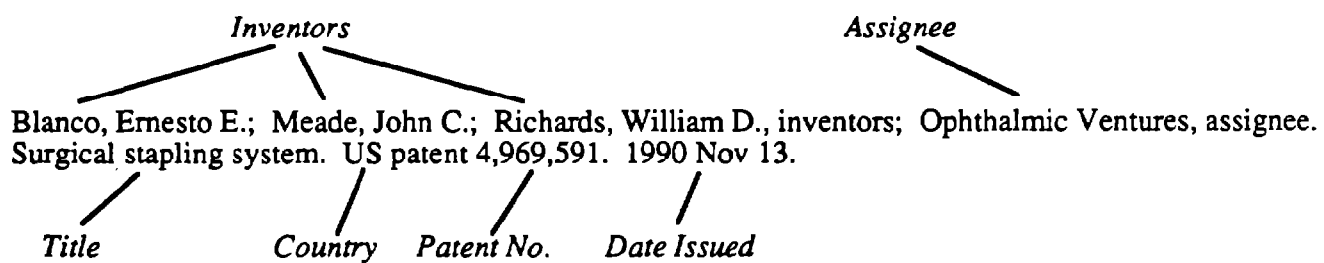
<b>R/O</b>	<b><u>Elements</u> (in order of appearance)</b>	<b><u>Format:</u></b>
R	Author(s)	Inventor(s) of the patent; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named inventor is followed by a comma and the word "inventor(s)"; all inventors may be used or only the first or first 3 followed by "et al." if space is a consideration
R	Assignee(s)	The "legal person" or corporation who derives rights from the inventor(s), i.e., the "owners" of the patent; often the organization employing the inventor(s), but may also be the inventor; personal names are given surname first, followed by first name and initials (the first name may be abbreviated to an initial); names of assignees appearing in non-roman alphabets are romanized; common words in organizational names such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; there may be multiple assignees; the last named assignee is followed by a comma and the word "assignee(s)"
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Country	Country issuing the patent; English names are used for countries, as "Brazil" for "Brasil"; often abbreviated according to accepted standards, as "US" (ISO 3166 is recommended - see Appendix A)
R	Patent Document Type	The word "patent" follows the country, as "US patent" or "French patent"; alternatively, the exact type of patent document issued by the particular country may be given, as "Swiss Patentschrift" or "German Offenlegungsschrift"
R	Patent Number	Unique number assigned by the granting country
R	Patent Date	Date the patent was issued; the year is followed by the month and day, as "1972 Apr 4"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Pagination	Total number of pages of the patent, as "2 p."
O	International Patent Classification Code	The International Patent Classification is a hierarchical classification system produced by the World Intellectual Property Organization; most of the world's patent offices assign at least one IPC code to each published patent; the

abbreviation "Int. Cl." precedes the number, as  
"Int. Cl. BO1J-002/16"

- O     Language                      Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
  - O     Notes                              Supplementary information that would be useful to the reader may be placed here; this could include the date of the patent application, the numbers of equivalent patents, predecessor patents, etc.
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A PATENT:**



## **EXAMPLES OF PATENTS:**

### **1. Standard US patent -**

Blanco, Ernesto E.; Meade, John C.; Richards, William D., inventors; Ophthalmic Ventures, assignee. Surgical stapling system. US patent 4,969,591. 1990 Nov 13.

Harred, John F.; Knight, Allan R.; McIntyre, John S., inventors; Dow Chemical Company, assignee. Epoxidation process. US patent 3,654,317. 1972 Apr 4.

### **2. US patent with optional initials for inventor(s) -**

Steer PL, inventor; E.R. Squibb and Sons, Inc., assignee. Urostomy appliance. US patent 4,867,749. 1989 Sep 19. 8 p. Int. Cl. A61F-005/44.

### **3. Non-US patent, with translation -**

Bottcher, Henning; Juraszyk, Horst; Hausberg, Hans-Heinrich; Greiner, Hartmut; Seyfried, Christoph; Minck, Klaus-Otto; Bergmann, Rolf, inventors; Merck Patent GMBH, assignee. Indolderivate [Indole derivatives]. German patent 3,907,974. 1990 Sep 13. 2 p.

### **4. Patent in which an inventor is also an assignee -**

Leibinsohn, Saul, inventor; Konink van Leer, B.V.; Leibinsohn, Saul, assignees. Dispositif de commande et debit de fluide et appareil de perfusion comprenant un tel dispositif [Liquid flow regulating insert for medical transfusion line]. French patent 2,456,525. 1981 Jan 16. 3 p. Int. Cl. A61M-005/14, G05D-007/00.

### **5. Non-US patent with specific type of document given -**

Klosa, Josef; Hackmack, Gerhard; Menge, Heinz G., inventors; Chemische Fabrik Promonta, assignee. 4,4-Diarylpyridine. German Offenlegungsschrift 1,966,199. 1971 Nov 4. 4 p.

### **6. Optional brief citation format -**

US patent 4,865,979. 1989 Sep 12.

French patent 2,003,495. 1969 Dec 26.

# Newspaper Articles

Chapter **VIII**







## VIII. NEWSPAPER ARTICLES

<b>R/O</b>	<b><u>Elements</u> (in order or appearance)</b>	<b><u>Format:</u></b>
R	Author(s)	Surname is given first, followed by initials (the first name may be written out); names appearing in non-roman alphabets are romanized; if no person is named, this element shall be omitted (the use of "anonymous" is not recommended)
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized); a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Newspaper Title	Name of the newspaper in which the article appears; titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are not usually abbreviated, as "Wall Street Journal"; if the location of the newspaper is not apparent from the title, it is added parenthetically to the name, as "Bergen (NJ) County Record"; English names are used for these locations, as "Moscow" for "Moskva"
R	Type of Medium	If the newspaper is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated in brackets following the title, as "[microfiche]"
R	Edition	The same newspaper may be published in varying editions; these may correspond to the time of day, as "Morning Edition" or "Final Edition", to geographic area, as "Eastern Edition", to language, as "English Edition", etc.; since the pagination or content for the same story may vary among editions, the name of the edition should be entered following the title, with parentheses surrounding it; the word edition may be abbreviated, as "(Final Ed.)"
R	Date of Publication	The year of publication, followed by the month and the day, as "1988 Jun 4"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Volume/Issue	As an option, the volume number (and issue number, if present) may be given, following the format used for journals (see Chapter I.A. Journal Articles)
R	Section	If pagination is not consecutive through out the newspaper, then the section name, letter, or number should be included, as "Section L" or "Science Section"; the word "Section" may be abbreviated "Sect." or, as in the case of lettered sections,

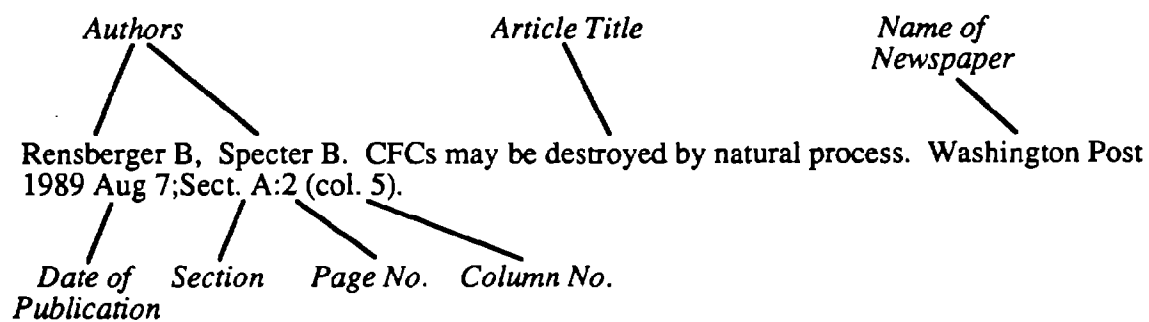
omitted altogether with the letter of the section indicated preceeding the pagination, as "A13"

R	Pagination	The inclusive pages on which the article appears; numbers are not repeated, e.g., "23-24" becomes "23-4"; up through 3 groupings of discontinuous page numbers are given, as "23-5, 27-8, 30"; if more than 3 occur, the first 3 are given and the word "passim" follows
O	Column	The column number in which the article begins on the page may be added in parentheses, as "(col. 2)"
O	Dateline	If the place (usually city) in which the news item originated is important, it may appear in the article, followed by the month and day; this dateline may be placed here, as "Paris, Jan 1"; English names are used for locations and months, as "Rome" for "Roma" and "August" for "Agosto"; names of months may be abbreviated to the first 3 letters
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)

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Application of this format, including recommended punctuation, is illustrated on the following pages.

**SAMPLE CITATION FOR A NEWSPAPER ARTICLE:**



## **EXAMPLES OF NEWSPAPER ARTICLES:**

### **1. Standard citation to a signed newspaper article -**

Rensberger B, Specter B. CFCs may be destroyed by natural process. Washington Post 1989 Aug 7; Sect. A:2 (col. 5).

### **2. Optional full first name given -**

Okie, Susan. Probe of alleged scientific fraud urged. Washington Post 1989 Jan 13:A18 (col. 1).

### **3. An unsigned article -**

Gene data may help fight colon cancer. Los Angeles Times 1990 Aug 24;Sect. A:4.

### **4. Article with section letter incorporated into the pagination -**

Smith F. The right to know. Los Angeles Times 1990 Jun 11:B7 (col. 2).

### **5. Edition given -**

Waldholz M. Colon cancer growth is halted in test by replacing 'tumor suppressor' genes. Wall Street Journal (Western Ed.) 1990 Aug 24:B4 (col. 2).

Lee FR. Teaching on AIDS to be increased: New York City has lagged in meeting requirements. New York Times (Long Island Ed.) 1990 Sep 2;Sect. 1:42 (col. 1).

Booth, William. Scientists narrow search for breast cancer gene. Washington Post (Final Ed.) 1990 Dec 21:A1, A16 (col. 4).

Latyshov I. Chitin against burns: Japanese make artificial skin. Pravda (English Ed.) 1988 Feb 28:5 (col. 6).

### **6. Newspaper article in a language other than English, with location added -**

Abatir accidentes de trabajo, una via de aumentar la productividad [Reducing accidents in the workplace, a way of increasing productivity]. El Dia (Mexico City) 1990 Nov 21;29(10231):5 (col. 1). (Spa).

### **7. Optional volume and issue numbers given -**

Consolotto M. Reflections of a public witness. Christian Science Monitor 1989 Aug 29;81(192):19 (col. 1).

Rich S. 1989 health-care outlay up 11%, HHS reports. Washington Post (Final Ed.) 1990 Dec 21;114(16):A3 (col. 5).

### **8. Article with a dateline -**

Health workers win suit over smoking ban. New York Times 1990 Dec 2;Sect. 1:33 (col. 1). Washington, Dec. 1.

# Maps

Chapter **IX**



## IX. MAPS

R/O	<u>Elements</u> (in order or appearance)	<u>Format:</u>
R	Area	<p>The geographic or political area covered by the map; areas are usually cited at the country level with the exception of the United States, which is cited at the state level; for example, maps of Philadelphia and Paris would be cited as "Pennsylvania, Philadelphia" and "France, Paris"; similarly, a map of Montgomery County, Maryland would be cited as "Maryland, Montgomery County"; areas involving multiple states or other areas within countries are cited by devising an aggregate name that includes the word "section"; for example, a map of New York and New Jersey would be cited as "United States, Section Eastcentral"; areas involving multiple countries or depicting geographic features may also be found, as "Europe" or "Pacific Ocean"; English names are used for areas, e.g., "Italia, Roma" becomes "Italy, Rome"</p>
R	Title	<p>If a distinctive title of the map appears, it is given after the area; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)</p>
R	Type of Map	<p>The form of the map is given according to established practice, surrounded by brackets, as "[demographic map]", "[topographic map]", "[political map]"</p>
O	Cartographer	<p>The name of the mapmaker, if present, is given surname first and followed by first name and initials; names appearing in non-roman alphabets are romanized; the name is followed by the role played, as "Wilson, James E., cartographer"</p>
R	Edition	<p>An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed."; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."</p>
R	Place of Publication	<p>The city where published; followed by state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found on the map but can be reasonably inferred (e.g., Washington as the place of publication of a map produced by the National Geographic</p>

Society), the place name is given in brackets, as "[Washington]"; if no place can be determined, the words "place unknown" are given in brackets

R	Publisher	The firm or organization responsible for issuing the map; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "International Union Against Cancer"; if a division of other part of an organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Johns Hopkins University, School of Hygiene and Public Health"; common words such "Company" and "University" may be abbreviated, as "Co." and "Univ."; if no publisher can be identified, the words "publisher unknown" are given in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the map but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Physical Description	Information such as the size of the map, if it is in color or black and white, its scale, projection, etc., may be placed here, as "1 sheet: color, 52 x 82 cm., scale 1:160,000"
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the series number or volume and sheet number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Occasional publications in geography; no. 5)"
O	Availability	If the map is located in a special collection, this may be indicated here, along with any numbering system used, as "Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; WA11 AA1.C25 no. 12"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include information about any material accompanying the map, sponsorship, or occasion for which the map was drawn

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Application of this format, including recommended punctuation, is illustrated on the following pages.



**SAMPLE CITATION FOR A MAP:**

*Area of Map*      *Title of Map*      *Type of Map*      *Place of Publication*  
Indonesia. Malaria DDT spraying programs [demographic map]. Washington:  
United States Army Map Service; 1953. 3 sheets.  
*Publisher*      *Date of Publication*      *Physical Description*

## **EXAMPLES OF MAPS:**

### **1. Standard map without distinctive title -**

Scotland [topographic map]. Washington: National Geographic Society; 1981.

### **2. Map with distinctive title -**

United States. Projecting marriage from syphilis. Legislative status of premarital health examinations, 1942 [demographic map]. New York: American Social Hygiene Association; [1943]. 1 sheet: black & white, 8 x 10 in.

Indonesia. Malaria DDT spraying programs [demographic map]. Washington: United States Army Map Service; 1953. 3 sheets.

### **3. Map with cartographer given -**

Tennessee, Nashville. Cholera epidemic of 1893 [demographic map]. McClellan, Ely, cartographer. New York: American Photo-Lithographic Company; [date unknown]. 1 sheet: black & white, 8 x 10 in.

### **4. Map with series -**

California, Los Angeles County. AIDS in LA: total reported cases of acquired immunodeficiency syndrome in metropolitan Los Angeles County, California: January 1983 through December 31, 1988 [demographic map]. Greenwald, Alex; Terukina, David; Weintraub, David, cartographers. Northridge: California State University, Department of Geography; 1989. 1 sheet: color, 52 x 82 cm., scale 1:160,000. (Occasional publications in geography; no. 4).

### **5. Map with location and supplementary notes -**

Ohio, Cincinnati. Environmental health facilities [demographic map]. [Washington]: Dept. of Health, Education, and Welfare, Public Health Service; [date unknown]. 1 sheet: black & white, 12 x 15 in. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; WA11 AA1.C25 no. 15. Includes photographs of the facilities.

### **6. Map cited from an atlas -**

China. Stomach (male) cancer mortality, 1973-1975, by county [demographic map]. In: Atlas of cancer mortality in the People's Republic of China. Shanghai: China Map Press; 1979. p. 53-4. Color, scale 1:12,000,000.

World. Infant mortality rate 1975 [demographic map]. In: Raza, Moonis; Nangia, Sudesh. Atlas of the child in India. New Delhi: Concept Publishing Company; 1986. p. 220. Black & white, scale 1:22,000,000.

# Legal Materials

Chapter

**X**



## **X. LEGAL MATERIALS**

The legal profession has for many years employed a unique system of citation quite unlike that customarily used in standard bibliographic references. Because this legal standard is so well established, no attempt will be made here to force references to legal materials, i.e., federal and state statutes, cases, legislative materials, etc., into a traditional format. Reference is made instead to:

The Harvard Law Review Association, et al. *A uniform system of citation*.  
14th ed. Cambridge (MA): The Association; 1986. 255 p.

Examples of commonly cited legal references taken from the Harvard publication are given below:

### **Cases**

Example 1. From the United States Claims Court, cited to the Federal Supplement:

*Jackson v. Metropolitan Edison Co.*, 348 F. Suppl. 954, 956-58 (M.D. Pa. 1972)

Example 2. From the Supreme Court of Alaska, cited to the Pacific Reporter:

*Willis v. Thomas*, 600 P. 2d 1079, 1083 (Alaska 1979)

### **Statutes**

Example 1. A federal statute, cited to the United States Code:

National Environmental Policy Act of 1969, § 102, 42 U.S.C. § 4332 (1982)

Example 2. An Oklahoma state statute:

Consumer Credit Code, Okla. Stat. tit. 14A, § 6-205 (Supp. 1984)

## **Legislative Material**

### **A. Unenacted Federal Bills and Resolutions (enacted bills and resolutions are statutes):**

#### **Example 1.** A Senate bill:

S. 2830, 96th Cong., 2d Sess. § 8 (1980)

#### **Example 2.** A House resolution:

H.R. Res. 1116, 95th Cong., 2d Sess. (1978)

### **B. Enacted State Bills and Resolutions:**

#### **Example.** A Utah House joint resolution:

H.R.J. Res. 1, 40th Leg., 2d Spec. Sess., 1974 Utah Laws 7.

### **C. Federal Hearings**

#### **Example.** Hearing on a Senate bill:

*Toxic Substances Control Act: Hearing on S. 776 Before the Subcomm. on the Environment of the Senate Comm. on Commerce, 94th Cong., 1st Sess. 343 (1975)*

### **D. Federal Reports**

#### **Example 1.** A Senate report:

S. Rep. No. 2, 84th Cong., 1st Sess. 7 (1955)

#### **Example 2.** A House conference report:

H.R. Conf. Rep. No. 1037, 98th Cong., 2d Sess. 3 (1984)

# Audiovisuals

Chapter

**XI**





## XI. AUDIOVISUALS

### A. Individual Audiovisual Titles

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title	Titles are given in their original language; titles appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The format of the audiovisual, identified according to established practice, as "audiocassette", "chart", "filmstrip", "model", "motion picture", "slide", "transparency", "videocassette", "videodisc", "videotape", is placed in brackets after the title; for videodiscs with computer software, <i>see</i> Chapter XII. A. Computer Programs
R	Author(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Audiovisual Program Development Branch"; note, as in this example, that qualifying information such as country or city may be added to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration; if an organization serves as both author <u>and</u> publisher, the name generally is omitted here as author; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	Individual(s) or organization(s) responsible for adapting or modifying the work of the primary author(s), such as an editor, or for production of the audiovisual, as a producer; the name, given surname first, is followed by the specific role played, as

"Smith, John, editor" or "Jones, Daniel E., producer"; names appearing in non-roman alphabets are romanized; organizations may also serve as secondary authors, as the "University of Kansas"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Kansas, Respiratory Therapy Faculty"; names of organizations appearing in non-roman alphabets are romanized or names may be translated; common words as "Corporation" or "University" may be abbreviated, as "Corp." or "Univ."; if both editors and producers (or other categories of secondary author) are found, they are given in the order listed on the audiovisual; if an organization or individual serves as both author and producer or both producer and publisher, the name may be omitted here as producer

**R Place of Publication**

City where published; followed by state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found on the audiovisual or in accompanying documentation but can be reasonably inferred (e.g., Cambridge (MA) as the place of a publication of Harvard University), the place name is given in brackets, as "[Cambridge (MA)]"; if no place can be determined, the words "place unknown" are given in brackets

**R Publisher**

The firm or organization responsible for issuing the audiovisual; names appearing in non-roman alphabets are romanized or names may be translated into English, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "American Hospital Association, Center for Health Education"; common words as "Association" may be abbreviated, as "Assoc."; if no publisher can be identified, the words "publisher unknown" are placed in brackets

**R Date of Publication**

The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of the months may be abbreviated to the first 3 letters; if no date is found on the audiovisual or in accompanying documentation but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets

**O Physical Description**

Information about the number and type of physical items, the run time (i.e., total time in minutes) for videocassettes and motion pictures, if sound is present, whether produced in black and white or color, and other items of physical description may be given here; a list of possible descriptive terms follows this

chart; an example for a videocassette is "1 videocassette: 36 min., sound, color, 3/4 in."

- O      Series  
The series name appears in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Clinical topics in dentistry; no. 5)"
- O      Accompanying Material  
Information about any items accompanying the audiovisual, such as printed guides; these are preceded by the words "Accompanied by:", as "Accompanied by: 1 guide, 6 p."
- O      Availability  
If the audiovisual is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: Baxter Laboratories Medical Film Library, Morton Grove, IL"
- O      Language  
Language of the audiovisual may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)
- O      Notes  
Supplementary information that would be useful to the reader may be placed here; this could include information about the sponsorship of the audiovisual, if it was produced for a special occasion, etc.; if actors, graphic artists, musicians, or other individuals associated with the production of the audiovisual appear in acknowledgements, they may also be listed here, following the word "Credits:"

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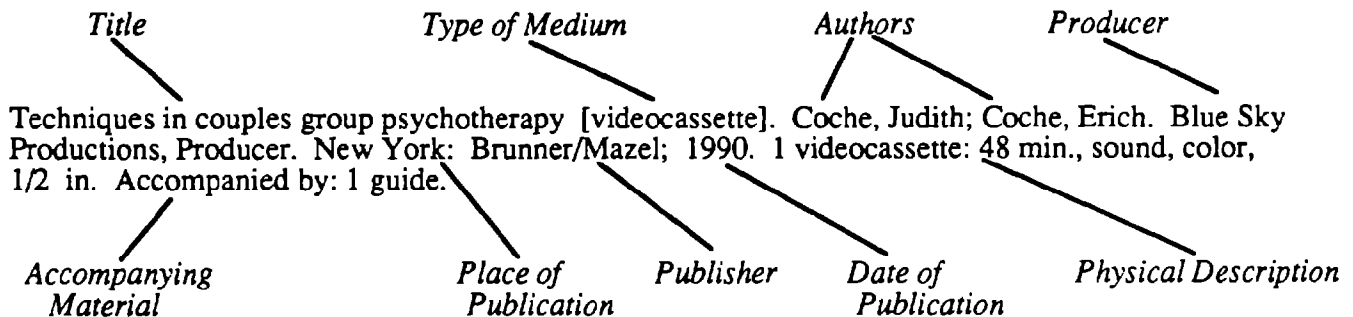
### Common Terms Used in Physical Description:

black & white	8 mm	3 in
color	16 mm	5 in
silent	35 mm	7 in
sound	70 mm	10 in
8 rpm	105 mm	12 in
16 rpm	11 x 15 cm	16 in
33 1/3 rpm	9 x 19 cm	3 7/8 x 2 1/2 in
45 rpm	3/4 in	5 1/4 x 3 7/8 in
78 rpm	1/2 in	2 3/4 x 4 in
1800 rpm	3/5 in	2 x 2 in
15/16 ips	8 x 13 in	
1-7/8 ips	6 x 9 in	
3-3/4 ips	16 x 23 in	
7-1/2 ips	3 1/4 x 7 3/8 in	
15 ips		
30 ips		

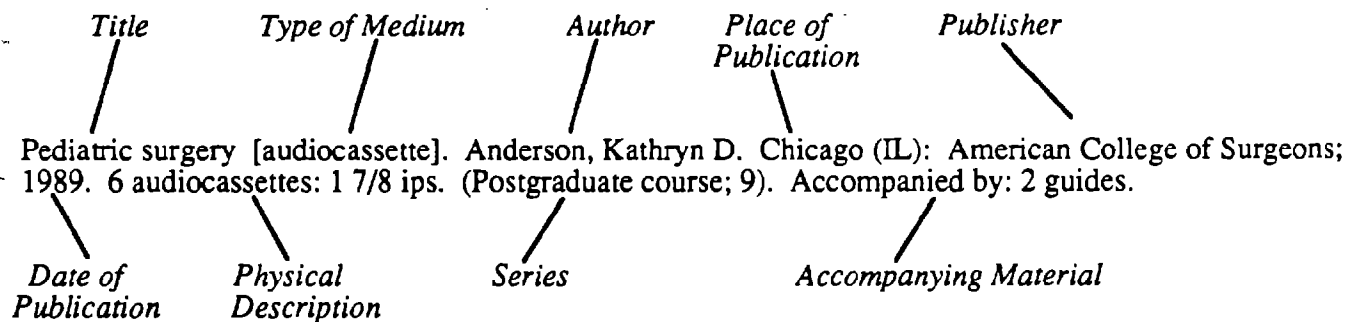
Application of this format, including recommended punctuation, is illustrated on the following pages.

## SAMPLE CITATIONS FOR AN INDIVIDUAL AUDIOVISUAL:

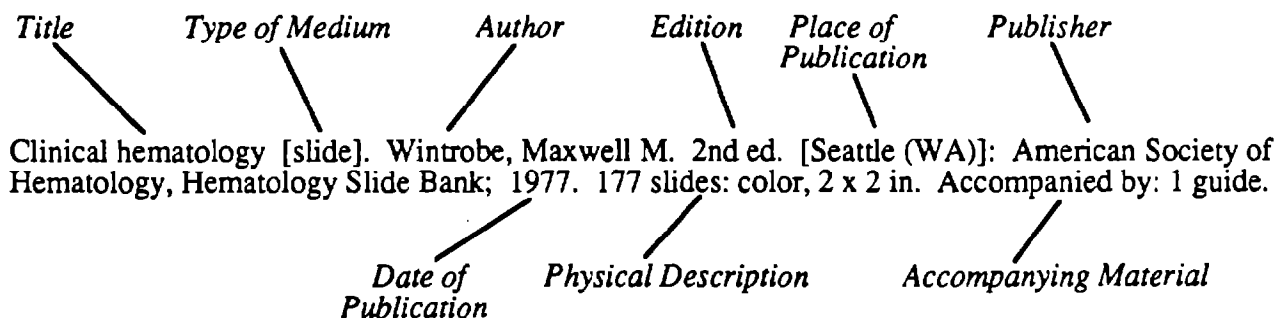
### - A VIDEOCASSETTE



### - AN AUDIOCASSETTE



### - A SLIDE



## EXAMPLES OF AUDIOVISUALS:

### 1. Videocassettes -

Techniques in couples group psychotherapy [videocassette]. Coche, Judith; Coche, Erich. Blue Sky Productions, producer. New York: Brunner/Mazel; 1990. 1 videocassette: 48 min., sound, color, 1/2 in. Accompanied by: 1 guide.

Thrombolysis and interventional therapy in acute myocardial infarction [videocassette]. Johnston, H.R., executive producer. [Westport (CT)]: Mason Medical Communications; 1990. 1 videocassette: 30 min., sound, color, 1/2 in. Available from: Lifetime Medical Television, Astoria, NY. Synopsis of the 5th annual George Washington University Medical Center international workshop, held in New Orleans in 1989. Credits: Allan M. Ross, host.

Living proof [videocassette]. Hilgers, Thomas W. Pope Paul VI Institute for the Study of Human Reproduction; Creighton University, producers. Omaha (NE): The Institute; 1990. 1 videocassette: 23 min., sound, color with black & white, 1/2 in.

Chemical dependency: a disease of denial [videocassette]. Center City (MN): Hazleden Foundation; 1990. 1 videocassette: 20 min., sound, color, 1/2 in.

Managing stress [videocassette]. 2nd ed. Carlsbad (CA): CRM Films; 1989. 1 videocassette: 26 min., sound, color, 1/2 in. Accompanied by: 1 guide. Credits: Warren S. Schmidt, general advisor.

New horizons in esthetic dentistry [videocassette]. Wood, Robert M, editor; Visualeyes Productions, producer. [Chicago (IL)]: Chicago Dental Society; 1989. 2 videocassettes: 170 min., sound, color with black & white, 1/2 in. (Clinical topics in dentistry; no. 46). Accompanied by: 1 guide. Available from: Great Plains National Instructional Television Library, Lincoln, NE.

Apparition et evolution de l'infirmité motrice cérébrale chez le nourrisson [The onset and evolution of cerebral palsy] [videocassette]. Saint-Anne Dargassies, Suzanne. Centre National de Documentation Pédagogique, producer. [Champaign (IL)]: Board of Trustees of the University of Illinois; 1983. 1 videocassette: 36 min., sound, color, 3/4 in. (Fre).

The case of Vicki: patterns of trancework [videocassette]. Yapko, Michael D. New York: Brunner/Mazel; 1990. 1 videocassette: 120 min., sound, color, 1/2 in. Companion piece to the book Trancework, 2nd ed., by Michael Yapko.

### 2. Videodiscs -

Medical applications videodisc: hematology [videodisc]. McArthur, James R.; Bolles, John. 2nd ed. [Seattle (WA)]: University of Washington; 1984. 1 videodisc: silent, color, 12 in. Accompanied by: 1 guide.

Cellular alterations & adaptations; morphologic expressions of cell injury [videodisc]. Jones, Robin R.; Woods, James W. [place unknown, publisher unknown]; 1982. 1 videodisc: sound, color, 1800 rpm., 12 in. (Basic medical pathology series). Accompanied by: 1 guide.

Cell motility [videodisc]. Allen, Robert D., editor. New York: Liss; 1983. 1 videodisc: sound, black & white with color, 1800 rpm, 12 in. Supplement to the journal Cell Motility.

### 3. Slides -

IBBP therapy [slide]. Mangold, Lorrie A.; Lindskog, Frederick O.; Eaton, Betsy. Taylor, Joan P., editor; University of Kansas, Respiratory Therapy Faculty, producer. Bowie (MD): Robert J. Brady; 1977. 387 slides: color, 2 x 2 in. Accompanied by: 7 audiocassettes, 201 min.; 1 guide.

Sinusitis: a slide lecture series of the American Academy of Otolaryngology--Head and Neck Surgery Foundation [slide]. [Washington]: The Academy; 1988. 54 slides: color with black & white. Accompanied by: 1 guide. Guide written by Harold C. Pillsbury and Michael E. Johns.

Clinical hematology [slide]. Wintrobe, Maxwell M. 2nd ed. [Seattle (WA)]: American Society of Hematology, Hematology Slide Bank; 1977. 177 slides: color, 2 x 2 in. Accompanied by: 1 guide. Available from: Health Sciences Learning Resource Center, University of Washington, Seattle, WA.

### 4. Audiocassettes -

Topics in clinical microbiology [audiocassette]. Clark, Richard R., et al., editors; American Society for Microbiology, producers. Baltimore (MD): Williams & Wilkins; 1976. 24 audiocassettes: 2-track, 480 min. Accompanied by: 120 color slides, 2 x 2 in.; 1 guide.

Pediatric surgery [audiocassette]. Anderson, Kathryn D. Chicago (IL): American College of Surgeons; 1989. 6 audiocassettes: 1 7/8 ips. (Postgraduate course; 9). Accompanied by: 2 guides. Recorded at the American College of Surgeons 75th annual clinical congress, Oct. 15-20, 1989, Atlanta.

Protocol and case studies for problem oriented medical records [videocassette]. Wilson, Webster D.; Kayer, Cynthia J. Polar Springs (CA): Diversified Learning, Inc.; 1976. 1 audiocassette: 2-track, mono., 60 min. Available from: Career Aids, Inc., Chatsworth, CA; no. 21-65.

### 5. Motion Pictures -

Differential diagnosis of chest pain [motion picture]. Grant, Dwinell. Leventhal, Herb, editor; Aegis Productions, producer. [place unknown]: Warner-Chilcott Laboratories; 1969. 1 reel: 918 ft., sound, color, 16 mm. Credits: Medical direction by Richard S. Ross and Gottlieb C. Friesinger, directed by Sid Milstein.

Irradiation of living tissue in vitro by beta and gamma rays [motion picture]. [England]: R.G. Ganti; 1927. 2 reels: 1890 ft., silent, black & white, 35 mm. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD.

### 6. Filmstrips -

Rheumatic diseases in children and young adults [filmstrip]. Garden Grove (CA): Trainex Corporation; 1975. 1 filmstrip: 60 frames, color, 35 mm. Accompanied by: 1 audiocassette, 15 min.; 1 guide.

It's okay to be early [filmstrip]. Kaiser-Permanente, producer. [Irvine (CA)]: Concept Media; 1982. 1 filmstrip: 90 frames, color, 35 mm. Accompanied by: 1 audiocassette, 20 min.

### 7. Charts -

Emergency medical telephone instructions [chart]. Carter, William B., et al., editors. Westport (CN): E.D.I.; 1984. 1 flip chart: 12 sheets, single side, color, 34 x 22 cm. Accompanied by: 1 audiocassette, 30 min.; 1 lesson plan; 1 overview. Available from: Emergency Training, Inc., Akron, OH.

## XI. AUDIOVISUALS

### B. Journal Titles in Audiovisual Formats

R/O	<u>Elements</u> (in order of appearance)	<u>Format:</u>
R	Title of the Journal	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are written out in full, without abbreviation, as "American Journal of Clinical Nutrition"
R	Type of Medium	The specific type of audiovisual medium (audiocassette, videocassette, etc.) is indicated following the title, surrounded by brackets, as "[audiocassette]"; see Chapter XII.C. for journals in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, as "British Edition"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wein"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if no place can be determined, the words "place unknown" are placed in brackets
R	Publisher	The firm or organization responsible for issuing the journal; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in a shortened form, as "Wiley" for "John Wiley and Sons"; common words such as "Association" and "Company" may be abbreviated, as "Assn." or "Co."; if the organization name is given in the journal title, it may be abbreviated here, e.g., if the title is "Journal of the Indiana Dental Association", it may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The beginning and ending dates during which the journal was published in audiovisual format, including the volume and issue number if present, as "Vol. 1, 1956 - Vol. 30, 1986" or "Vol. 1, No. 1, Jan 1980 - Vol. 10, No. 12, Dec 1990"; if the journal is

still being published in audiovisual format, the beginning date is followed by a dash, as "Vol. 4, 1990- "; English names are used for months; months may be abbreviated to the first 3 letters

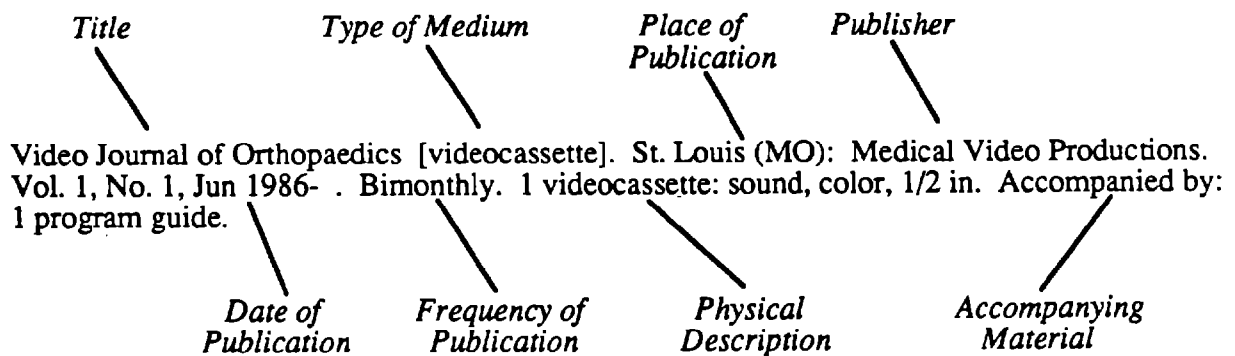
- |   |                          |   |
|---|--------------------------|---|
| O | Frequency of Publication | The time period between issuance, as "weekly" or "monthly"  |
| O | Physical Description     | Information about the number and type of physical pieces of the journal as it is issued, as "1 videocassette: sound, color, 1/2 in." or "1 audiocassette: 1 7/8 ips." if the journal is still being published or the total number and type of physical pieces of a journal that has ceased publication, as "10 videocassettes: sound, color, 3/4 in." |
| O | Accompanying Material    | Information about any items accompanying the audiovisual, such as printed guides; these are preceded by the words "Accompanied by:", as "Accompanied by: 1 guide"   |
| O | Availability             | If the audiovisual is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: Baxter Laboratories Medical Film Library, Morton Grove, IL."  |
| O | Language                 | Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (see Appendix C)  |
| O | Notes                    | Useful information such as the publishing history of the journal may be given here, particularly information on any changes in the title, as "Continued by: American Journal of Sports Medicine" or "Continues: Archives of Biochemistry"   |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

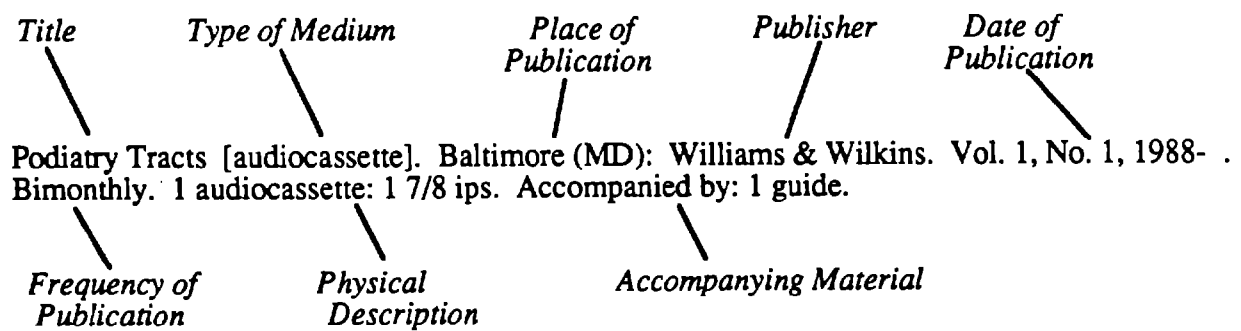


**SAMPLE CITATION FOR A JOURNAL TITLE IN AUDIOVISUAL FORMAT:**

**- JOURNAL TITLE ON VIDEOCASSETTE**



**- JOURNAL TITLE ON AUDIOCASSETTE**



## EXAMPLES FOR JOURNAL TITLES IN AUDIOVISUAL FORMATS:

### 1. Journal title on videocassette -

Video Journal of Orthopaedics [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 1, No. 1, Jun 1986 - . Bimonthly. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 program guide.

Video Journal of Oncology [videocassette]. Secaucus (NJ): Visual Information Systems. Vol. 1, No. 1, Fall 1986 - Vol. 2, No. 4, Winter 1987. 8 videocassettes: sound, color, 1/2 in.

Highlights of the Academy [videocassette]. San Francisco: American Academy of Ophthalmology. Vol. 1, Pt. 1, 1987 - . Annual. 1 videocassette: sound, color, 1/2 in.

VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, Program 1, 1988 - . Quarterly. 1 videocassette: sound, color, 1/2 in.

RNSA Today: the video digest of imaging science, technology and news [videocassette]. [Oak Brook (IL)]: Radiological Society of North America. Vol. 1, No. 1, 1987 - . Quarterly. 1 videocassette: sound, color, 1/2 in.

### 2. Journal title on audiocassette -

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - . Bimonthly. 1 audiocassette: 1 7/8 ips. Accompanied by: table of contents; CME credit information and quiz. Sponsored by Albert Einstein College of Medicine, Montefiore Medical Center.

Podiatry Tracts [audiocassette]. Baltimore (MD): Williams & Wilkins. Vol. 1, No. 1, 1988 - . Bimonthly. 1 audiocassette: 1 7/8 ips. Accompanied by: 1 guide.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10 1990 - . Biweekly. 1 audiocassette: 1 7/8 ips. Accompanied by: study guide; post test. Continues: Audio-Digest. Surgery.

The Johns Hopkins Medical Grand Rounds [audiocassette]. Baltimore (MD): The Johns Hopkins University School of Medicine. Vol. 8, No. 1, Sep 1981 - . 5 times/year. 4 audiocassettes: 1 7/8 ips. Accompanied by: var. numbers of slides, color and black & white, 2 x 2 in.; 1 guide. Continues: The Johns Hopkins Postgraduate Course in Internal Medicine.

## XI. AUDIOVISUALS

### C. Journal Articles in Audiovisual Formats

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification may follow the title in brackets, as "[editorial]"
R	Journal Title	Journal titles are given in their original language; titles appearing in non-roman alphabets are romanized; all significant words in titles are capitalized; titles may be abbreviated according to ISO 4 and ANSI Z39.5 standards (see Appendix A)

R	Type of Medium	The specific type of audiovisual medium (audiocassette, videocassette, etc.) is indicated following the title, surrounded by brackets, as "[audiocassette]"; see Chapter XII.C. for journals in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, surrounded by parentheses, as "(British Edition)"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized; names of editions may be abbreviated according to ISO 4 (see Appendix A), as "(Br Ed)"
R	Date of Publication	The year, month, and day of publication are given; a single year is written in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not National Library of Medicine practice, but the month and day may be omitted if the journal uses continuous pagination throughout a volume
R	Volume Number	Given in arabic numbers only; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"
R	Issue Number	Given in arabic numbers only; e.g., convert "IV" or "Fourth" to "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the journal uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Location of the article within the host audiovisual; since most audiovisuals lack the traditional page numbers, this location may be expressed in terms of the order of presentation on the audiovisual and the length of the presentation, as "[presentation 1, 20 min.]"; for articles on audiocassette, the specific side of the tape on which the article appears may also be given, as "Side 2 [presentation 3, 10 min.]"; if provided by the producer, the exact length may be given, as "14:02 min."
O	Physical Description	Description of the audiovisual on which the article resides, as "1 videocassette: sound, color, 1/2 in." or "1 audiocassette: 1 7/8 ips."

- |   |                       |  |
|---|-----------------------|--|
| O | Accompanying Material | Information about any items accompanying the article, such as printed guides or audiovisual material, as "Accompanied by: 1 guide; 15 slides"                      |
| O | Language              | May be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C) |
| O | Notes                 | Supplementary information that would be useful to the reader may be placed here, such as if the article was written in celebration of a specific occasion          |
- 

Application of this format, including recommended punctuation, is illustrated on the following pages.

## SAMPLE CITATION FOR A JOURNAL ARTICLE IN AUDIOVISUAL FORMAT:

### - ON VIDEOCASSETTE

*Author*  
Pohost GM.

*Article Title*  
NMR spectroscopy and imaging of the heart.

*Abbreviated Journal Title*  
Video J Cardiol

*Type of Medium*  
[videocassette]

*Date of Publication*  
1990 Jun;

*Volume Number*  
5(3)

*Issue Number*  
[presentation 1, 17 min].

*Pagination*  
1 videocassette:

*Physical Description*  
sound, color, 1/2 in.

### - ON AUDIOCASSETTE

*Author*  
Baker DP.

*Article Title*  
Pelvic and vaginal surgery: choice of incisions.

*Abbreviated Journal Title*  
Gen Surg

*Type of Medium*  
[[audiocassette]

*Date of Publication*  
1990 Jan 24;

*Volume Number*  
37(2)

*Issue Number*  
Side A

*Pagination*  
[presentation 2, 10 min.].

*Physical Description*  
1 audiocassette: 1 7/8 ips.

## EXAMPLES FOR JOURNAL ARTICLES IN AUDIOVISUAL FORMATS:

### 1. Journal article on videocassette -

Pohost GM. NMR spectroscopy and imaging of the heart. *Video J Cardiol* [videocassette] 1990 Jun;5(3): [presentation 1, 17 min.]. 1 videocassette: sound, color, 1/2 in.

Wilson JH (Good Samaritan Hospital, Cincinnati, OH), Singhoffer JH. Paradoxical embolus in evolution: report of a case. *Dyn Cardio Imaging* [videocassette] 1990 Jan;3(1):[presentation 2, 4:25 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 guide, p. 26-7.

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